MISSION STATEMENT

We are practitioners of the healing arts defining the standard for excellence in Optometric education and vision care. Our graduates apply their unparalleled knowledge of clinical care and vision science in a cultural environment of faith, social justice, and human dignity of Appalachia and rural America.
Dear Future Colleagues,

I would like to welcome you to the community of the University of Pikeville - Kentucky College of Optometry. When you read the pages of this book, it is more than a guide. This series of directions are really a structure of the values by which our community operates and thrives. You have moved beyond your preparatory education to be a selected member of our group. The road to get here was very challenging. You have been through many tests, trials, and decisions to earn this honor.

Your acceptance into the University of Pikeville - Kentucky College of Optometry signifies a great achievement for you, your family, and significant others. Your acceptance of this student handbook signifies your acceptance of the values and responsibilities that our esteemed profession lives by. This book provides the guide through which you create the foundation for the goals and objectives required in your professional life. I would encourage you that the challenge to be a successful Optometric Physician is a challenge more to yourself than to the process of earning a diploma.

The Kentucky College of Optometry is not the birth child of science alone. Our roots go much deeper. The healthcare we deliver in the mountains was first transported to these majestic hills by the early circuit riders of the Presbyterian Church. They brought not only healing but hope, inspiration, and a deep love for our people. These are the values which encourage you to a very different education. I know you will be successful in everything you attempt here at the University of Pikeville. The success of your education will ultimately be found in the success of your growth as a person.

Sincerely,

Andrew Buzzelli, OD, MS
University of Pikeville
Vice-President for Optometric Education
Kentucky College of Optometry
Founding Dean
Introduction

The purpose of the Kentucky College of Optometry Student Handbook is to orient the New Professional Student to the policies, procedures, and resources of the Kentucky College of Optometry.

The handbook is edited regularly by the Office of Student Affairs in consultation with the Dean of the College of Optometry. This edition of the Kentucky College of Optometry Student Handbook is effective for the 2016-2017 academic year. College policies and procedures undergo review throughout the year and may be changed to better serve the interests of all concerned.

Disclaimer: The content and policy outlined in this handbook are for informational purposes and should not be construed as a contract between the University of Pikeville or the Kentucky College of Optometry and the student. The University of Pikeville - Kentucky College of Optometry reserve the right to update and amend this Student Handbook. Notice of such changes will be distributed as they occur and the new information will be reflected in the next edition of the Student Handbook.

The Kentucky College of Optometry Student Handbook addresses academic policies, professional conduct and standards, and student affairs policies. All Kentucky College of Optometry students are expected to become familiar with the requirements of the academic program and the policies that govern student academic performance and student conduct. Further, the principles and practices of optometric professionalism are embedded throughout the curriculum, student programs, and policies at the Kentucky College of Optometry to guide and facilitate the professional development of students as future optometric physicians. Any questions concerning the Kentucky College of Optometry programs and policies should be directed to the Office of Student Affairs.

The Kentucky College of Optometry is also part of a larger academic community which thrives on a commitment to academic honesty, trust, truth, and excellence. This academic community is dedicated to the pursuit of intellectual growth and moral development. Enrolled students assume the responsibilities therein of maintaining adherence to the Professional Conduct Policy and inherent academic integrity standards, which are fundamental to the educational process. It is the responsibility of each student to read, understand, and follow the Kentucky College of Optometry Student Handbook Policies and Procedures.
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OATH OF A STUDENT OPTOMETRIST

WITH FULL DELIBERATION, I FREELY AND SOLEMNLY PLEDGE THAT:

I will practice the art and science of optometry faithfully and conscientiously, and to the fullest scope of my competence.

I will uphold and honorably promote by example and action the highest standards, ethics, and ideals of my chosen profession and the honor of the degree, Doctor of Optometry, which will be granted to me upon satisfactory completion of all KYCO requirements.

I will provide professional care for those who seek my services, with concern, with compassion, and with due regard for their human rights and dignity.

I will place the treatment of those who seek my care above personal gain and strive to see that none shall lack for proper care.

I will hold as privileged and inviolable all information entrusted to me in confidence by my patients.

I will advise my patients fully and honestly of all which may serve to restore, maintain, or enhance their vision and general health.

I will strive continuously to broaden my knowledge and skills so that my patients may benefit from all new and efficacious means to enhance the care of human vision.

I will share information cordially and unselfishly with my fellow optometrists and other professionals for the benefit of patients and the advancement of human knowledge and welfare.

I will do my utmost to serve my community, my country, and humankind as a citizen as well as an optometrist.

I HEREBY COMMIT MYSELF TO BE STEADFAST IN THE PERFORMANCE OF THIS MY SOLEMN OATH AND OBLIGATION.

Honesty, integrity, professionalism, compassion, unselfishness, competence, decency, and a concern for the rights and dignity of all students, faculty, staff, and patients will be expected and demanded of students advancing through our curriculum.
The Kentucky College of Optometry (KYCO) Professional Conduct Policy is designed to establish the development of ethical, professional, and behavioral conduct, in preparation for entering a licensed healthcare profession. Moreover, the Professional Conduct Policy addresses areas dealing with academic and clinical dishonesty, as well as incorporating tenets of the missions of the University of Pikeville (UPIKE) and the Kentucky College of Optometry. KYCO is committed to creating an environment of integrity, high expectations, and personal accountability. Members of the optometric profession are dedicated to maintaining professional standards, and the initiation to this process begins within the boundaries of optometric education.

**CODE OF ETHICS**

KYCO follows the Code of Ethics approved by the American Optometric Association in 1944. It shall be the Ideal, the Resolve, and the Duty of the Members of the American Optometric Association:

<table>
<thead>
<tr>
<th>TO KEEP</th>
<th>the visual welfare of the patient uppermost at all times;</th>
</tr>
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<tbody>
<tr>
<td>TO PROMOTE</td>
<td>in every possible way, in collaboration with this Association, better care of the visual needs of mankind;</td>
</tr>
<tr>
<td>TO ENHANCE</td>
<td>continuously their education and technical proficiency to the end that their patients shall receive the benefits of all acknowledged improvements in visual care;</td>
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<tr>
<td>TO SEE THAT</td>
<td>no person shall lack visual care, regardless of his financial status;</td>
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<tr>
<td>TO ADVISE</td>
<td>the patient whenever consultation with an optometric colleague or reference for other health professional seems advisable</td>
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<tr>
<td>TO HOLD</td>
<td>in professional confidence all information concerning a patient and to use such data only for the benefit of the patient;</td>
</tr>
<tr>
<td>TO CONDUCT</td>
<td>themselves as exemplary citizens;</td>
</tr>
<tr>
<td>TO MAINTAIN</td>
<td>their offices and their practices in keeping with professional standards;</td>
</tr>
<tr>
<td>TO PROMOTE</td>
<td>and maintain cordial and unselfish relationships with members of their own profession and of other professions for the exchange of information to the advantage of mankind.</td>
</tr>
</tbody>
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PROFESSIONAL STUDENT CONDUCT POLICIES

The purpose of the KYCO Professional Student Conduct Policy is to promote the development of professional maturity and to maintain the atmosphere of professionalism required of a healthcare facility and a clinical teaching institution. These policies are to be upheld and maintained whenever on University premises, during official College activities, and whenever an individual is representing KYCO or UPIKE. Students are required to conduct themselves in accordance with the Professional Conduct Policy at all times.

Student classroom, laboratory, clinical, and non-academic behaviors will be observed in the following areas: civility, respect, professional etiquette, and ethics. Additionally other institutional rules and guidelines apply, as do all city, state, and Federal laws. It is each student’s responsibility to be aware of and become informed of these policies. Members of the Kentucky College of Optometry community are responsible for monitoring, maintaining, and enforcing the Professional Conduct Policy. Failure to report a violation of professional conduct is also a violation of policy. Violations of the Conduct Policy are reported to the Associate Dean of Academic Affairs or other designee of the Dean, and subsequently processed by the appropriate KYCO Conduct Board per KYCO policy. Students found responsible for unethical or unprofessional conduct will be subject to sanctions that may range from disciplinary warning/reprimand to probation or dismissal from the professional optometry program.

Unprofessional conduct is defined as any direct violation of the conduct policies outlined herein, as well as activities that may cast the individual, patient, University, College, or profession of optometry in an unfavorable light. Although it is not possible to fully outline all potential modes of misconduct and inappropriate behavior, a collection of unprofessional conduct includes: illegal or unethical activity, violation of the AOA Code of Ethics, academic dishonesty, referring to a professional without use of the appropriate title, patient care negligence, disregarding the clinic guidelines and Patient Bill of Rights, poor classroom or clinical etiquette, and uncivil or disrespectful behavior or language toward patients, faculty, staff, or fellow students. Specific standards expected for patient care will be outlined in the KYCO Clinic Manual.

Acts of unprofessional conduct include, but are not limited to:

Disrespectful behavior

- Demonstrating uncivil or disrespectful language or lack of professional student etiquette toward patients, faculty, staff, or fellow students

  • to include argumentative, uncooperative, aggressive, hostile, or otherwise rude tone of voice or demeanor
Unexcused tardiness or absence  
Improper attire or violation of the dress code  
Disruptive behavior or disorderly conduct (in classrooms, laboratories, or at College/University-sponsored events, on or off campus)  
Illegal or unethical activity  
Use or possession of weapons, alcohol, illegal drugs, or illegal use of medication or substances on College or University property  
Patient care negligence  
Unethical patient care, including but not limited to medical record falsification  
Student misrepresentation of his/her status, or failure to represent oneself as a student clinician  
Examining, treating, or discharging a patient without direct supervision and prior approval from a staff optometrist  
Disregarding the Clinic guidelines and Patient Bill of Rights  

Academic dishonesty, including but not limited to:  

Cheating  
Receiving or attempting to obtain answers or assistance during an examination or other gradable entity, from another student or unauthorized device  
Receiving or attempting to obtain, for personal use or lending to others, unauthorized examination questions or answers  
Facilitating academic dishonesty  
Attempting to give answers or assistance during an examination or other gradable entity to another student  
Failing to report known violations of the academic conduct policy  
Plagiarism  
Any paper or presentation containing unoriginal ideas, words, or statements without proper source acknowledgement  
Fabrication or falsification  
Turning in a written assignment that is not the work product of the individual  
Any attempt to falsify grades, clinic forms, or patient records  
Academic interference  
Intention to interfere with another student’s academic outcome or clinical performance
**Dress Code Policy**

Students, faculty members, staff, and administration are responsible for monitoring, maintaining, and enforcing the Dress Code Policy. The dress code is intended to make the student aware that there is a standard of professional dress that should be adhered to in order to have a more effective transition into the professional world. Violations of dress code will initially be managed by the instructor in charge, and subsequent violations of policy will be directed to the Office of Student Affairs (non-clinical violations) or Director of Clinics (clinical violations). Students who attend class or laboratory out of dress code will be counted as absent. Guides for clinical attire are outlined in the KYCO clinical manual.

| Dress Code Standards for the Non-Clinical Environment  
  *(to include lecture, laboratory, etc.)* |
| --- |
| - All students are expected to maintain an orderly appearance and good hygiene at all times; common sense and professionalism is expected.  
- Hair: clean and well-groomed.  
- Beards and moustaches: permitted if neat and maintained  
- Shirts/Blouses: Collared shirts and informal business apparel may be worn if in good taste. |

**Not acceptable:** plunging/revealing necklines, tank tops, T-shirts, scrubs, shirts with inappropriate logos/slogans.  
- Skirts/Dresses: appropriate length (knee length or longer)  
- Trousers: Informal apparel may be worn if in good taste.  
- Skirts/Dresses: tight skirts/dresses  
- Denim/jeans, shorts, leggings, athletic pants; anything torn, frayed, or cut. Shorts are not acceptable.  
- Shoes: loafers, flip-flops, or thong sandals.  
- Clean sneakers are permitted.  
**Not acceptable:** thong sandals or flip-flops.  
- Visible body art and body and face piercings (except single earrings), and gaging are not permitted.  
- Baseball caps or other hats are not permitted.  
- White coats should be clean, ironed, and maintained at all times. A white coat will be worn in the laboratory.  

*All clothing must be clean and in good condition with no frays, tears, or cuts. No article of clothing may contain offensive or inappropriate language or images.*

| Dress Code Standards Optometry School after 5:00 pm  
  *(does not include clinic)* |
| --- |
| The following dress code will apply to non-clinical areas of the building weekdays after 5:00pm, during block exams, and on weekends:  
- Shirts: Informal apparel may be worn if in good taste. T-shirts/ graphic tees are permitted.  
- Not acceptable: Revealing necklines or midriff, sleeveless shirts, offensive or inappropriate language or images.  
- Skirts/Dresses: Skirts at the knees or longer when standing are permitted.  
- Pants: Jeans/denim, sweat pants, or athletic wear permitted if in good taste. Shorts are permitted if not too revealing.  
- Shoes: Clean shoes, sneakers, sandals, flip flops permitted.  
- Sweatshirts and jackets permitted.  

*Dress code may be modified for shared KYCOM classes, please refer to course syllabus for additional details.*
**Criminal Background Check**

KYCO requires criminal background checks for all students prior to matriculating to KYCO and prior to the beginning of third year clinical rotations. Students will be responsible for the expenses involved with this evaluation. The mechanism for evaluation will be determined by the Office of Student Affairs and/or Clinical Affairs. Infractions are reviewed by the Office of Student Affairs, who may refer these for additional review, this could involve the Professional Conduct and Ethics Committee.

**Mandatory Self-Reporting for Criminal Behavior**

All accepted and currently enrolled optometry students are required to promptly (within fourteen (14) calendar days) report any criminal charges ever filed against them to the Office of Student Affairs. Criminal behavior includes any felony and/or violations of the law that could impact one’s ability to secure professional licensure to practice upon graduation. Student violations of the law will be reviewed by the Office of Student Affairs in the context of future implications for licensure, threat to patient safety, and the ability to be an appropriate member of the optometric profession. Depending on the nature and severity of the criminal offense, student suspension or dismissal may be possible.

**Drug Testing**

KYCO requires a screen for drugs immediately after matriculation with KYCO and prior to the beginning of third year clinical clerkships. Students are responsible for the expense involved with this evaluation. Positive findings will be reviewed by the Office of Student Affairs and/or Clinical Affairs. Further evaluation by external professional consultants may be required. A positive test result may become grounds for suspension or dismissal from the program.

**Drug Testing on Demand** – Any student may be required to submit to drug testing based on reasonable suspicion.
Computer Use Policy

The University of Pikeville provides computing and networking services for UPIKE students, faculty, and staff. A University of Pikeville network account is a privilege, and the following usage guidelines have been established for this system.

Users are expected to act ethically, responsibly, and legally or risk forfeiture of their network accounts. Unacceptable conduct may include:

- Maliciously interfering with normal ability of others to use computer and network resources
- Masquerading as another user
- Violating the privacy of others' files and accounts
- Violating software copyright and/or licensing agreements
- Abusing computing facilities at other sites through network connections from the University of Pikeville
- Using University accounts for personal business

Use of a University of Pikeville network account must comply with all federal, Kentucky, and other applicable laws; all applicable contracts and licenses; and University policies as articulated in the Student, Faculty, and Staff handbooks. These laws, contracts, licenses, and policies include the laws pertaining to defamation, privacy, civil rights, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking," and similar activities; and the University's discrimination and Title IX sexual misconduct policies.

While the University's administration desires to provide a reasonable level of privacy, users should be aware that the data they create or send on the University networks and systems (documents, email, voice messages, etc.) remains the property of the University. Because of the need to protect the University's networks and systems, the administration cannot and will not guarantee the confidentiality of information stored or sent on any network device or system owned or operated the University.

For security and network maintenance purposes, authorized individuals within the University may monitor equipment, systems, and network traffic at any time. Such access will be governed by the normal expectations of professional conduct. The University reserves the right to audit networks, systems, and data on a periodic basis, and further as needed, to ensure compliance with this policy, and to fulfill any obligations the University may have under applicable local, state, federal, or international laws and regulations.
Any person who violates any provision of this policy, of other relevant University policies, or of applicable City, State, or Federal laws or regulations may face disciplinary action up to and including suspension or dismissal from the program.

**Online Professional Conduct**

The KYCO student code of conduct applies to an individual’s behavior online. Students must always be aware that online conduct via blogs, online forums, webpages, MySpace.com homepages, Facebook entries, and similar online postings are public and a direct reflection of the individual, UPIKE/KYCO, and the profession of optometry. A student should strive to behave professionally and appropriately in all mediums of interaction with others, including with regard to the World Wide Web and all which that implies. Misconduct online can subject a student to disciplinary action. The Kentucky College of Optometry does not regularly review online mediums for this information, but may take action if and when inappropriate online behavior is brought to the attention of KYCO officials.

**Social Media Expectations and Professionalism**

KYCO students are expected to adhere to standards of professionalism and abide by applicable laws, policies, and rules that govern privacy and the dissemination of protected information (e.g., HIPAA). When using social media and other internet sites that involve postings, comments, and images, students are expected to refrain from posting protected information, disparaging others, or otherwise conducting themselves in a way that could reasonably be perceived as unethical or unprofessional. Care should be taken when expressing opinions. When expressing opinions, particularly opinions about optometry or health care issues, students should clearly state that their viewpoints are their own and do not necessarily represent the views of KYCO or others. Further, cyber stalking and similarly inappropriate online activity can be viewed as forms of harassment. KYCO students should be mindful of the fact that social media and other internet sites are never completely secure; what is posted can be seen by many, including prospective residency programs and future employers. Social media conduct that is contrary to this policy may result in disciplinary action (up to and including dismissal from KYCO) and in some instances, legal action, if postings violate applicable laws.

**Email Etiquette**

Never say anything in e-mail that should not or could not be said publicly. Once a message has been sent, control over it is lost. It may be forwarded to others or displayed on an electronic bulletin board or in a newsgroup without the author’s knowledge or consent. Abusive or insensitive language in email is an inappropriate use of computing resources. Use of electronic means to send or post fraudulent, harassing, obscene, indecent, profane, intimidating, or unlawful messages is prohibited. Always use your UPIKE email when corresponding with faculty and staff.
POLICY FOR VIOLATION OF PROFESSIONAL CONDUCT

When a student, staff member, patient, or faculty member believes that a violation of ethics or unprofessional behavior has occurred, he or she will submit the matter to the Office of Student Affairs. The individual reporting the possible occurrence of unethical and/or unprofessional conduct (with the exception of claims of sexual misconduct) shall submit a signed, written statement specifying in detail its basis to the Office of Student Affairs. All claims of sexual misconduct must be addressed in accordance with the University’s Title IX policy. The Office of Student Affairs may also offer mediation with the concurrence of the one(s) making the charge and the one(s) being charged.

In the event that mediation is unsuccessful, the Office of Student Affairs shall forward the statement of charges to the chairperson of the Professional Conduct and Ethics Committee. Within fourteen (14) school days of receiving the statement, the chairperson shall notify the party named and provide him or her with a written copy of the statement and a copy of the procedural rules described herein.

The Committee’s responsibility shall be to ascertain, as best as it can, the facts of the matter, decide if unethical and unprofessional conduct has occurred, determine if the person charged has committed the act, and recommend a course of action to the Associate Dean of Academic Affairs. The chairperson shall obtain from both parties all evidence and knowledge of evidence that will support or refute the allegation and distribute to all the committee members. Students charged with a violation shall have access to all documentary evidence and a list of all witnesses to be presented at the hearing. Students charged shall have adequate time to prepare for the hearing. The chairperson shall convene the Committee meeting within fifteen (15) school days of notification from the Office of Student Affairs of the possible occurrence of unethical and/or unprofessional conduct.

*The Professional Conduct and Ethics Committee will follow the protocol outlined below. At times due to unforeseen circumstances it may be necessary to modify the proceedings. These changes in protocol will be determined on a case by case basis.

The Professional Conduct and Ethics Committee Meeting

At the Committee meeting, the chairperson will advise the members concerning the nature of the evidence obtained in order to assist them in determining the need to gather additional information relating to the matter to be heard. Minutes of the meeting will be taken. Procedures, conclusions, and recommendations will be carried by a majority vote of the voting members of the Committee or in the event of a tie by the vote of the chairperson.
Procedures for Professional Conduct and Ethics Committee Hearing

Each party named in the statement may present any additional evidence which they have relating to the allegations at the hearings of this Committee. All presentations and inquiries by both parties, witnesses, and members of the Committee during the hearings of the Committee shall be upon the recognition by and through the chairperson. The Committee may ask witnesses to appear before it. The Committee shall direct the chairperson to obtain, if possible, such additional evidence or witnesses as may provide evidence concerning the allegations of the hearing of this Committee. Witnesses shall be interviewed individually. Each party named in the statement shall have the right to be present at any or all of the Committee’s proceedings when evidence is being presented. These hearings are not legal in nature, therefore legal representation is not required, however, an advisor may be permissible.

An adviser present on behalf of a party named will only serve the function of advising the party on whose behalf they are accompanying. He or she is not permitted to take an active role in the proceedings.

The Committee shall complete its hearings with all due deliberate speed. Unless the chairperson decides an extension is warranted, within ten (10) school days of completing its hearings, the Committee shall prepare and present to the Associate Dean of Academic Affairs a written report of its conclusions and recommendations.

Conclusions of the Committee that unethical and unprofessional conduct did or did not occur and recommendations of the Committee to the Associate Dean of Academic Affairs will be carried by majority vote of the voting members of the Committee. The chairperson shall only vote in the event of a tie. A report of the conclusions and recommendations will be sent to the Associate Dean of Academic Affairs. The individual(s) making the charge, the accused student, and the Office of Student Affairs shall receive a brief summary of the Committee’s conclusions and recommendations.

All records of the Committee will be maintained in a confidential manner within the Office of Student Affairs.

After the Associate Dean of Academic Affairs has taken action, the documents will be maintained in confidence for at least five years following the student’s departure from the institution.

The student who was charged can appeal the decision of the Associate Dean of Academic Affairs to the Dean of the College on the grounds of error, new evidence or arbitrariness.
POLICY FOR FORMAL STUDENT COMPLAINTS AND GRIEVANCES

In most instances, grievances or issues of concern that are not academic in nature that students have at the University are addressed informally, often with the assistance of the Office of Student Affairs or another college faculty or staff member. However, a formal complaint may be initiated by any student.

Procedures for Formal Complaints and Grievances

A formal complaint must be in writing, dated, signed by the complainant and addressed to the Office of Student Affairs. (Please note that only written, dated, and signed submissions will be processed as formal complaints; verbal and electronic submissions will not be processed.)

The Office of Student Affairs has the authority to forward those complaints with merit. If the complaint is against the Office of Student Affairs, the formal complaint can be made to the Dean of the College.

Upon receipt, the Office of Student Affairs will forward the complaint to an appropriate University authority, who has the authority to address the complaint. In certain situations, the Office of Student Affairs may be deemed the appropriate authority to address a particular formal complaint.

An acknowledgement of the complaint will be sent in writing by the appropriate University authority to the complainant, and a copy will be sent to the Office of Student Affairs within ten (10) school days of the date the written complaint is received by the Office of Student Affairs.

The appropriate University authority will provide a written response to the complainant (and a copy will be sent to the Office of Student Affairs) within ten (10) school days of the date the written complaint is received by the Office of Student Affairs.

The complainant has the right to redirect the complaint to the Office of Student Affairs for further action if he or she is not satisfied with the initial response from the appropriate College authority.

Every effort will be made to resolve the complaint in a confidential manner and as expeditiously as possible, however, complete confidentiality cannot always be guaranteed. In the process of handling complaints, certain information may be distributed to appropriate administrators, respondents, and/or witnesses in order to investigate, institute remedial actions, or to informally resolve the complaint.

Records of formal complaints will be kept for a minimum of five years by the Office of Student Affairs and/or the appropriate University authority given the nature of the complaint (i.e. discrimination, Title IX).

Note: Due to the nature of the allegations being brought forth in certain instances, the Office of Student Affairs may determine that certain complaints constitute alleged violations of the student “Professional Conduct and Ethics Policy” (as outlined in this Student Handbook.) To resolve these cases, the College’s Professional Conduct and Ethics Committee may be called upon to conduct interviews, collect statements, and possibly conduct hearings.
ACADEMIC SUPPORT

KYCO is committed to the success of each student enrolled in the program. The professional doctor of optometry program is a four year program. The primary responsibility to sustain academic achievement and maintain good academic standing lies with the student, however the Kentucky College of Optometry will facilitate academic support measures and set policies and procedures to assist students with academic and clinical difficulties. It is understood that there may be times when students fail to perform academically to the standards desired by the faculty, administration, and national boards. Each situation is unique and will be evaluated on a case-by-case basis.

Academic Advising

All optometry students are assigned advisors by the Office of Student Affairs. Advisors work with students to facilitate their success in optometry school. Student performance is evaluated following each set of exams, which enables the faculty to intervene earlier to assist students who are experiencing academic difficulties. Students who may benefit from services offered by the University are referred to the Office of Student Affairs for assistance.

Administrator and Faculty Access

KYCO administrators and faculty maintain an open-door policy with regard to students. All faculty, advisors, and administrators are available for advice and guidance. Students should meet regularly with their faculty advisors. Appointments are recommended, but not required.

Student Calculator Use Policy during Examinations

This policy was established to ensure that no students are unfairly advantaged or disadvantaged by the type of calculator they use. During examination, a basic calculator that has the following functions: addition, subtraction, multiplication, division, memory, plus/minus (+/-), percent (%), and square root (√) will be provided for each student. The calculators provided will be similar to what is provided by the National Board and is adequate for the calculations that are required for testing.
Classroom Protocol

Photographs/Video: No one may take photographs or video recordings in classrooms or laboratories without prior permission of the instructor and student(s) within those facilities. Consent forms may be obtained from the Office of Student Affairs.

Recordings: no unauthorized audio or video recordings may be made in the lecture or laboratories.

Telecommunication: All non-course related electronic devices (e.g., cell phones, pagers, etc.) should be silenced prior to the beginning of class or laboratory, so as not to disturb the learning environment. No texting is allowed in the classroom or laboratories.

Students who fail to observe these stated classroom policies will be subject to disciplinary action.

Exam Attendance Policies & Exam Instructions

1. Students are required to take block examinations at the time and date scheduled.

   Examinations will begin promptly at the posted time. Please arrive as instructed.
   The UPIKE student services office will notify the instructors of record at the beginning of any semester of approved accommodations for any students who have met the requirement for reasonable accommodations for testing purposes.
   Only under truly exceptional circumstances will students be permitted to take block exams at a time other than the regularly scheduled examination period.

   - Exceptional circumstances include, but are not limited to: death or serious illness in the immediate family, child birth, illness requiring hospitalization, and illness serious enough to warrant a written dispensation from a physician.
   - Other valid circumstances include, but are not limited to: traffic tie-ups, auto accidents, or other situations of comparable gravity. These circumstances will be handled on an individual basis by the Office of Academic Affairs and may require documentation.
   - Unacceptable circumstances include, but are not limited to: minor illnesses, oversleeping, not feeling prepared for the examination, test anxiety, and non-emergency travel plans.
   - Students who cannot take a block exam during the regularly scheduled time because of professionally related travel must make arrangements for the examination with the Office of Academic Affairs at least one week prior to the regularly scheduled
examination time. Failure to provide adequate notice may result in an unexcused absence.

2. Students who have been granted an excused absence must be rescheduled and take the entire block exam within four days of the original exam date. Arrangements for the make-up examination will be handled by the Office of Academic Affairs. Make-up exams may be of different composition and style than regular block exams, with the format being determined by individual course directors.
   a. Any student who:
      i. 1) misses more than one regularly scheduled exam block for any reason, or
      ii. 2) is tardy multiple times, or
      iii. 3) exhibits irregular behavior during exams on multiple occasions may be required to meet with the Professional Conduct and Ethics Committee at the recommendation of the Associate Dean of Academic Affairs.

3. The authority to grant or deny a request made in advance for delay in taking a scheduled examination resides with the Office of Academic Affairs. If a request is denied and the student does not take the scheduled block examination, the absence is recorded as “unexcused” and a score of “zero” (0) is recorded for that particular examination.

4. Students may not leave during the examination except to go to the restroom or for a rest break.
Grading

Please refer to the KYCO academic catalog.

Reporting of Grades
Student test, quiz, and lab scores are posted on Joule throughout the term. Final term course grades will not be posted until they become official.

Determination of Grade Point Average
Grade point average (GPA) are calculated and recorded at the conclusion of the Fall, Spring, and Summer semesters. The GPA represents the total quality points earned divided by the total semester hours attempted. Letter grades are assigned quality points according to the above scale then multiplied by the semester hours of credit for each individual course, and adding these individual course values for a summative total.

Students are expected to maintain term and cumulative GPAs of at least 2.00.

Withholding Grades/Transcripts
The College will withhold term grade reports, enrollment verifications, and/or transcript requests should any student have unmet official college business. Such unmet official college business may include, but not be limited to, unpaid fines, overdue library books, or failure to complete assigned requirements, such as completion of course surveys. Students who wish to appeal a course grade should contact the instructor of record in writing within the one week after grade reports have been issued.

Student Grievances and Appeals of Final Grade
Students should first attempt to resolve disputes concerning grading, course work, clinic or other academic policies at the level at which the dispute occurred (Instructor of record, clinic supervisor, etc.)

A student may appeal a grade if he/she believes it is in error. The initial appeal must be made to the instructor of record within one week of receiving that grade. This period may be extended by appeal to the Associate Dean of Academic Affairs in extraordinary circumstances.

In the event that the instructor of record is unavailable to change a grade, or if a student wishes to appeal a decision by the instructor of record not to change the final grade, the student must contact the Director of Optometric Education in writing who will review the case and make a
decision. The student may appeal a grade decision of the Director of Optometric Education by applying in writing to the Associate Dean of Academic Affairs who will review the case and make a final decision.

If a grade change is granted, the official forms must be completed and submitted to the Registrar's office with the signatures of the Instructor of Record, the Director of Optometric Education and the Associate Dean of Academic Affairs.

All official communications about grade appeals will be sent to students by electronic mail (with delivery confirmation) so that a record of delivery exists, and appropriate faculty members will be similarly notified.

No grade appeal, under any circumstance, will be accepted from a third party, including a students’ parents. This policy conforms to the privacy requirements outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA). See the section on “Student Educational Records and Student Confidentiality” below for more information about FERPA.

**Academic Distinctions**

**Good Standing:** To remain in good academic standing, the minimum standard is a semester and cumulative GPA of 2.00. A student who maintains this standard, and is not on probation or subject to professional or clinical misconduct, is considered to be in good standing.

**Dean’s List:** The Dean’s list recognizes students whose term grade point average is 3.50 or higher. Recipients of this distinction will be recognized by the office of the Associate Dean of Academic Affairs, following the semester in which they qualified. The semester final grades from each Dean’s List recipient are annotated, as well as the student’s permanent academic record at KYCO. Students who earn a grade of I, F, or W during the semester are excluded from consideration for the Dean’s List. Students on academic probation will also not be eligible.

**Scholastic Honors:** Graduation honors, cum laude (3.50 GPA), magna cum laude (3.70 GPA), or summa cum laude (3.90 GPA), will be bestowed upon KYCO graduates who meet the established academic qualifications. These graduation distinctions are awarded to KYCO graduates who have achieved above-average and superior academic performance. Additionally, the graduating class Valedictorian and Salutatorian will hold, respectively, the highest and second-highest overall cumulative GPA in the class. In the case of a valedictorian tie, a co-valedictorian award will be granted to the tying individuals, and a salutatorian designation will also be assigned for that graduating class. In the case of a salutatorian tie, a co-salutatorian award will be granted, in addition to the normally assigned valedictorian award.
Graduation

To graduate from KYCO, with a Doctorate of Optometry, all students must:

- Maintain a cumulative grade point average (GPA) of 2.00 or higher, without unresolved failing grades or probationary status*
- Fulfill all didactic and clinical requirements
- Pass the National Board of Examiners in Optometry Part I (Applied Basic Science) Exam
- Settle all financial obligations to the University of Pikeville
- Receive recommendation for graduation from the Associate Dean of Academic Affairs and the Assistant Dean of Student Affairs, upon approval of the Dean, for satisfactory completion of above requirements and demonstration of the readiness required to morally and professionally practice optometry.

*The Status of any student receiving a failing grade, placement on academic, clinical, or professional conduct probation, during the last semester of enrollment, will be reviewed by the Academic Standards Committee to determine course of action and effect on graduation.

Auditing

Permission for course auditing may be granted by the Associate Dean of Academic Affairs and the instructor of record for a period not to exceed one semester. Auditors pay no tuition or fees. With audited classes, no credit is granted and a designation of “AU” will be assigned on the transcript. The appropriate forms must be completed and signed by the Associate Dean of Academic Affairs and the Assistant Dean of Student Affairs and submitted to the Registrar’s Office.

Academic Probation

The Associate Dean of Academic Affairs or other designee of the Dean, in conjunction with the Academic Standards Committee (ASC) may determine that a student’s level of cumulative performance is found to be substantially deficient, such that academic probation may be necessary. Students may be eligible for academic probation when any of the following occur:

- The semester or cumulative GPA is below 2.00
- The student receives a grade of F in a semester, regardless of cumulative GPA

Reasonable efforts will be made to contact the student regarding academic probation. However, published academic standards allow the student to easily determine their academic status, regardless of official notice received. Any student that has questions regarding their academic status may directly address these concerns with the Office of Academic Affairs or the Office of Student Affairs.
Receipt of a failing grade in any course warrants a review by the ASC. The student will not advance in the program and his or her continued enrollment will be determined by the ASC who will review the student’s overall academic performance and make a recommendation to the Associate Dean of Academic Affairs. The ASC will handle each student’s performance on an individual basis and the Committee will formulate a recommendation for appropriate remediation which will be forwarded to the Associate Dean of Academic Affairs for approval. After a course of action is determined, any remediation schedule will be set by the Associate Dean of Academic Affairs and maintained by the Coordinator of Academic Success, in communication with the Director of Optometric Education (or other individuals as designated by the Associate Dean of Academic Affairs). Specific academic performance standards may be set for students on probation, in addition to the required policy. A student being placed on academic probation may not hold office in any student organization, be a class officer or representative, serve on any committees, and requires permission to maintain current membership or obtain new membership in any student organization from the Office of Student Affairs. Furthermore, such students will not be eligible to seek permission for approval to partake in any external events such as SVOSH mission trips.

**Removal from Academic Probation**

A student on academic probation will remain on probation for a minimum of one semester. Students placed on academic probation are required to achieve a semester and cumulative grade point average of 2.00 or higher in the subsequent semester, to avoid possible academic dismissal. The student’s performance will be reviewed by the ASC to determine if all probationary requirements have been met. If the student achieves a 2.00 or higher the succeeding semester and meets all probationary requirements set forth, he/she will be removed from academic probation. Furthermore, the student must maintain subsequent semester and cumulative GPA totals at 2.00 or higher to remain off academic probation.

**Academic Dismissal**

If a student’s academic or clinical deficiencies are judged to be irremediable upon recommendation of the ASC, the student may be subject to dismissal. Also, multiple non-sequential terms of academic probation may lead to dismissal. However, students will be eligible for dismissal when any of the following occur:

- The student earns less than a 1.00 GPA for any semester, regardless of cumulative GPA
- After being placed on academic probation, the student achieves less than a 2.00 semester GPA for the succeeding semester
- After being placed on academic probation, the student achieves less than a 2.00 cumulative GPA for the succeeding semester
- After being placed on academic probation, the student receives a grade of F in any course
More than one course is failed in the same semester
A second failure occurs in the same course

The student who is ineligible to continue will receive a note of dismissal from the Dean. Any student who is subject to dismissal may choose to meet with the Academic Standards Committee (ASC) to appeal. This process is initiated by contacting the originator of the dismissal letter within ten (10) school days of the date of the letter.

Any student who is subject to dismissal must complete exit forms through the Office of Student Affairs to avoid subsequent academic penalties. Failure to do so will result in suspension of college services, such as transcript generation and release and letters of academic standing. Academic dismissal precipitates the following consequences: the Registrar’s Office cancels future registration, the University’s Student Financial Services Office will calculate any return of funds, and the Office of Global Education performs duties required by U.S. federal regulations pertaining to international students. Additionally, all ophthalmic, medical, and technical equipment provided for the student as part of the KYCO advantage must be returned to the Office of Student Affairs. Students memberships also included in the KYCO advantage will be inactivated.

Withdrawal

A student may withdraw from the Kentucky College of Optometry at any time. A student considering withdrawal should consult with the Office of Academic Affairs, Office of Student Affairs and Office of Financial Services for guidance. Withdrawal must be stated in writing and exit forms completed through the Office of Student Affairs and the Registrar’s Office to avoid forfeiture of refunds and ineligibility for future readmission. In addition, failure to complete exit documentation will result in grades of “F” for current courses and suspension of college services, as outlined above in the Academic Dismissal section.

Reinstatement

A student dismissed for academic reasons, may appeal to the ASC for reinstatement. It is the applicant’s responsibility to demonstrate an improved plan and anticipated reasons for success if reinstated.

*The appeal process:* is initiated by contacting the originator of the dismissal letter within ten (10) school days of the date of the letter. This will result in the convening of the ASC. The ASC will consider such factors as but not limited to the student’s overall prior academic and performance, clinical proficiency, ability to meet the obligations and demands of the profession and etc. to determine what is in the best interest of the student. Among other options, the ASC may require the student to repeat 1) a portion of the academic year in which the failure(s) were received, 2) the entire academic year in which the failure(s) were received, or 3) one or more academic years, to
achieve necessary competency. The requirements for reinstatement may also stipulate that the reinstated student meet higher academic standards than students completing the coursework for the first time. At any time during the ASC’s proceedings, a student may request that one (1) member of the committee be excused. The student also has the right to appeal the ASC’s decision to the Dean of the College. The ASC’s ruling may be appealed to the Dean of the College upon claims of the following: alleged errors in process, that the penalty of dismissal is excessive, or discovery of new information. Furthermore, these hearings are not legal in nature, therefore legal representation is not required, however, upon request, an advisor may be permissible.

The reinstated student shall remain on academic probation for the semester of reinstatement and must meet all policy and special requirements outlined for re-enrollment, including maintenance of a minimum GPA of 2.00 in the first semester of reinstatement unless maintenance of a higher minimum GPA is established by the ASC. Both grades will be posted on the transcript, but only the most recent grade will be used in the calculation of the cumulative GPA. It is the policy of KYCO that the professional curriculum will not be modified to accommodate a remedial plan, nor does the program support a reduced class load. Reinstated students are subject to all fees and are charged the normal tuition rate for repeating previously completed courses.
NATIONAL BOARD OF EXAMINERS IN OPTOMETRY (NBEO) EXAMS

The National Board administers comprehensive and special examinations. The comprehensive examination is comprised of three parts and designed primarily for different stages of a candidate's optometric education and training. Special examinations, on the other hand, are designed for practitioners who wish to broaden their scope of practice in accordance with expanding practice statutes.

All 50 states, the District of Columbia, and Puerto Rico require Parts I and II examinations, and 47 states plus the District of Columbia and Puerto Rico require Part III. Also, 43 states plus the District of Columbia require the Treatment and Management of Ocular Disease examination as one step toward therapeutic privileges.

Exam fees for the National Board of Examiners in Optometry Part 1, Applied Basic Science, are paid by KYCO for first attempts only. In addition, the KYCO Student Advantage program also includes a NBEO preparation program.

Comprehensive Part Examinations ("National Boards") Part I (Applied Basic Science)
Part II (Patient Assessment and Management), includes Treatment and Management of Ocular Disease (TMOD)
Part III (Clinical Skills)

Special Examinations
Advanced Competency in Medical Optometry (ACMO)
Continued Professional Development in Optometry (CPDO)

Part I, entitled “Applied Basic Science” (ABS), will be four sessions in length, each session 3½ hours long containing 125 items, for a total of 500 items. Student candidates must be in the spring of their third academic year to take the new Part I exam. There will be three opportunities to sit for Part I prior to graduation.

The Part II examination, entitled “Patient Assessment and Management” (PAM), is administered in a computer-based testing (CBT) format. The PAM exam will consist of 60 simulated patient cases and is administered over two sessions, each 3.5 hours in length. The December administration of PAM will be offered on two dates, but each candidate will take the exam on a single day. Different versions of the PAM exam will be given on each of the two days, but they will be equivalent in content and difficulty level. The April administration will continue to be offered on a single day. Each session consists of approximately 175 items. The PAM exam is
composed of Full Cases, Solo Items, and Mini-cases. Candidates are given 3.5 hours to complete each session. There will continue to be two opportunities to take Part II prior to graduation, as there will be an additional administration in April.

**Part III** "Clinical Skills" (CSE), is a distinctive clinical skills examination for optometry requiring fundamental skills that reflect actual practice. In the CSE exam, the candidate examines a different patient at each of four 30-minute stations, demonstrating 18 clinical skills and taking part in the Injections Skill Examination. The CSE is administered in one 3.5 hour session. Student candidates are permitted to take Part III starting September of the year prior to graduation.

Further information, examination schedules, and fees may be found at the following web address: http://www.optometry.org/.

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The curriculum is planned to provide the student with a stepwise, clinical educational experience throughout the four years of the professional program. The didactic and clinical laboratory instruction begins in the first semester of the first professional year and continues throughout all four years. All courses, including basic science courses, integrate and emphasize clinical applications and scenarios.

At the beginning of the second professional year, students will participate in supervised vision and disease screening activities. In the spring semester of the second year, students will undergo instruction in integrated clinical problem-based learning, where they will gain experience in the diagnosis, treatment, and management of patients.

Starting in the summer (first semester) of the third year and continuing through the remainder of the year, interns will spend over 20 hours per week participating in direct supervised clinical experiences in the examination, diagnosis, treatment, and management of patients at the KYCO clinical facilities. The assignments for third year interns will include rotations in primary eye care and contact lenses, advanced disease and low vision rehabilitation, pediatrics and vision therapy, and nursing home/assisted living clinic service.

During the fourth year, interns are assigned to a clinical externship site and to the KYCO clinical facilities. The fourth-year rotations at the KYCO clinical facilities include direct supervised patient care in Primary Eye Care/Contact Lens service, Pediatrics/Vision Therapy service, and Advanced Disease/Low Vision Rehabilitation service. Moreover, fourth year students will be assigned to nursing home clinical service and other clinical duties as part of their Primary Eye Care/Contact Lens rotations. Additional information can be found in the clinic manual.

**FOURTH YEAR CLINICAL EXTERNSHIPS**

Clinical externships will take place in the fourth professional year. The externship program is designed to broaden and enhance the student’s diagnostic, treatment, and management experience of ocular and visual conditions. Clinic patient care will be conducted within approved externship sites, in Kentucky and across the country. At the appropriate time, details of externship availability and the matching process will be provided by the KYCO Director of Externship Programs.

Clinical experiences in private practice, referral centers, ophthalmology/co-management centers, and hospital-based facilities will be available. Participation with Doctors of Optometry and other professionals in comprehensive patient care will be emphasized. Case presentations, evidence-based research on clinical conditions, and ongoing enhancement of examination skill proficiency as assigned by externship faculty, constitutes an important component of this clinical experience.
Additional information can be found in the externship manual.

PROFESIONAL STUDENT POLICIES

ATTENDANCE

Attendance and Absence Policies

Attendance

The Kentucky College of Optometry expects curricular commitments to be the top priority of our students. Students are required to attend all classroom, laboratory, and clinical assignments during their first year first semester of classes. Following the first semester of the first year, attendance will be optional for lecture for students that have achieved a cumulative GPA of 3.00 or better and will also be at the discretion of the instructor of record. However, attendance will still be required for all laboratory and clinical assignments and attendance may be used by any instructor as a criterion for grading. The college will typically only approve planned absences that are major events (i.e. surgery) and/or attending a pre-approved optometry conference. Family events, such as weddings, are typically not excused. Certain circumstances may necessitate students to occasionally miss class or clinical assignment. Make up of missed quizzes and incomplete or missed assignments will be at the discretion of the instructor of record. Planned excused absences from non-clinical courses must be requested five (5) calendar days in advance for approval. This process is initiated by obtaining an excused absence form from the Office of Student Affairs. Excused absences will need to be approved by obtaining a signature from the Course Instructor and the Office of Student Affairs. For religious holiday accommodations, it is the student’s responsibility to notify the Course Instructor prior to the end of the 2nd week of the semester if there is a conflict between a religious holiday and the requirements for a course. Unplanned absences, such as personal illness or family emergency situations, will require the student to contact the Office of Student Affairs as soon as the student is physically able to do so. A doctor’s note may be required. Clinic attendance and absence policies will be further detailed in the Kentucky College of Optometry Clinic Manual. Unexcused absences which occur repeatedly may result in the student being referred to the Academic Standards Committee.

Leave of Absence (LOA)

The rigorous demands of the professional program inherently limit the amount of instruction time and clinical assignment that a student may miss without substantial academic loss. Any requested leave of greater than a few days (academic, medical, other), will be considered a leave of absence
(LOA), and must be reviewed by the Associate Dean of Academic Affairs or his designee. A request for a LOA must be submitted in writing to the Associate Dean of Academic Affairs, including the reason for the leave as well as the dates involved. In the event a LOA is granted, the Associate Dean of Academic Affairs will set forth the conditions of the leave. The Associate Dean of Academic Affairs must be contacted whenever an unplanned emergency necessitates a LOA. As soon as the student is physically able to do so, he/she must also transmit to the Associate Dean of Academic Affairs in writing the LOA request. If the leave is for medical reasons, a letter from the treating physician supporting the leave will assist the Associate Dean of Academic Affairs in his/her decision. Patient-physician confidentiality dictates that no specific medical information be released without the student’s consent.

Students who have been granted a leave may not receive financial aid during the official leave of absence. Furthermore, any student approved for a LOA will receive either grades of “I” or “W” for that term of absence, depending on the length and circumstances of the leave of absence. A LOA will be reflected on the student’s final transcripts.

In most cases, extended leave will require that the student stay out the remainder of the academic year. A student failing to provide notification will be considered to be withdrawn. Please note that financial aid cannot be disbursed during a leave of absence. Students are required to also meet with the office of financial services prior to taking a LOA.

**Request to Return**

Following a leave of absence, a student must submit a written request to return to KYCO to the Office of the Associate Dean of Academic Affairs. Students must notify the Office of the Associate Dean of Academic Affairs at least two (2) months prior to the start of the semester that they wish to be enrolled. In order to return to classes, students granted a medical leave of absence must have a licensed physician submit written certification that the student is able to resume his/her optometric education with or without reasonable accommodation, and, if reasonable accommodations are requested, identify the precise limitations necessitating accommodation. Students who are granted a leave of absence not in good academic standing must meet with the Academic Standards Committee before they return to classes and clinic.

**Student Bereavement/Funeral Leave**

KYCO students who experience the death of an immediate family member may request up to three days to attend funeral services. If travel of five hundred miles round trip is required, then students may be allowed up to five days of bereavement leave. Students should contact the Office of Student Affairs to request a bereavement/funeral leave.

Immediate family members include the following: spouse, domestic partner, mother, father, sister, brother, daughter, son, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law,
brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding relatives of the student’s partner, other persons for whom the student is legally responsible, and anyone who served in loco parentis to the student as a child.

**Inclement Weather**

In the event of extreme weather conditions, the University of Pikeville will either have school on a regular schedule or will cancel all classes. Notice of University closure will be made on the University’s website and over local radio and television stations. However, we recognize that road conditions vary on isolated mountain roads. No one should jeopardize his/her safety on hazardous roads. If inclement weather prevents students from attending school on a day that the University is open, students are responsible for making up any work or exams missed and for contacting the Office of Student Affairs regarding any restrictions preventing them from attending scheduled classes, lab, or clinic. Further details regarding inclement weather clinic policies can be found in the KYCO Clinic Manual.

**Bear Alert Emergency Notification System**

The University of Pikeville has partnered with Code Red to offer an emergency notification system, Bear Alert, capable of sending users text, voice, and email messages. All students, staff, and faculty members of the University of Pikeville are required to subscribe to the Bear Alert service. The University of Pikeville will only send you messages related to emergencies. You will never receive advertisements and your information is never provided to advertisers. Bear Alert is a free service provided by UPIKE, however, normal message fees may apply. You can register up to five phone numbers per upike.edu or pc.edu email address. Go to http://www.upike.edu/Student-Services/Campus-Police/bear-alert to sign up and for more information. You can register your email address and/or your phone number to receive voice messages. All US mobile carriers are supported. If your mobile number ever changes, please login to the Bear Alert site to update your contact details. The messages will come from 606-218-5940 for voice or text notifications. In the event of an unidentifiable or less than imminent threat, a "Campus Threat Notice" will be issued that consists of publishing the specifics of the actual threat or incident and posting notices in conspicuous areas around campus. Campus electronic and voice systems are tested annually and evacuation and emergency response procedures are tested several times a year.

**Commencement**

Degrees and diplomas awarded by the University are presented at scheduled commencement exercises, and graduating students are required to attend.

**State Licensure**
Prior to entering the college, students should become familiar with the requirements in those states in which they intend to practice, and they should remain abreast of changes during enrollment. KYCO undertakes no obligation concerning any change which might be made by any board of optometry, or comparable agency, in its requirements for licensure.

**Employment**

Student enrollment at KYCO is full-time. Given the time commitment and concentration required of students to satisfactorily complete the KYCO curriculum, students should not hold any outside employment positions. College assignments and clinical duties cannot be altered to fit work schedules. Students should discuss the possibility of any employment with the Office of Student Affairs to determine if their academic performance would be jeopardized.

**STUDENT HEALTH**

**Health Requirements**

**Medical History**

Applicants accepted for admission are required to submit medical history and physical examination information on a form that has been completed and signed by a licensed physician prior to matriculation.

**Pre-Matriculation Immunizations and Health Standards**

KYCO will provide information to incoming students regarding pre-matriculation health standards and standards for immunization against infectious disease. These requirements are in place to safeguard KYCO itself and the public we serve, against infectious disease. It is the student’s responsibility to obtain the required pre-matriculation immunizations and necessary signatures, and forward the documentation to the office of Student Affairs, prior to the start of classes.

Pre-matriculation immunizations must be filed with the Office of Student Affairs. Documentation will include: 1) the immunization given and the date and 2) physician/registered nurse’s signature. These basic immunizations are the financial responsibility of the student. Any entering student who has not completed all requirements for immunizations by matriculation will meet with the Office of Student Affairs to discuss the need for documentation and further action. This meeting will outline the timeline for immunization completion; past the timeline, the student will risk loss of enrollment status.

**Pre-matriculation immunizations and standards:**

à Tetanus-Diphtheria-Pertussis (booster with Td or Tdap)
Varicella (chicken pox) (positive IgG antibody titer or proof of 2 vaccines)
Measles-Mumps-Rubella (MMR1 and 2); (immunity documented by positive IgG antibody titer)
Tuberculosis screening (Mantoux only); if TB skin test is found positive, then evidence of medical follow-up with recommendations must be provided
Meningitis vaccination (for a student residing in UPIKE housing, the student must provide a signature that indicates an understanding of the risks associated with meningococcal disease and that the benefits of vaccination have been reviewed)

**After matriculation, and prior to patient care**, professional optometry students are also encouraged to complete patient contact requirements.
- Annual influenza vaccination.

**Patient Contact Requirements:**
- Annual one-step PPD testing in the Spring semester of each professional year beginning in the 2\(^{nd}\) year
- Complete Hepatitis B vaccination series, prior to the start of clinical training
- CPR certification: students will have the opportunity to gain certification during the summer session of the third professional year

*Additional health and vaccination requirements may be necessary depending on clinical rotation sites.*

Further details entailing health standards required for clinical and externship assignments can be found in the KYCO Clinic Manual and the KYCO Externship Manual.
The KYCO Office of Student Affairs supports students throughout their tenure at the school and as alumni. This office administers matters pertaining to admissions, student records, and alumni services, as well as student advising and support resources. The Office of Student Affairs oversees student issues, services, and policies, assists the administration in interpreting student needs and concerns, and manages a variety of student activities that include the KYCO Student Government Association and student organizations.

**STUDENT SERVICES**

**KYCO Student Advantage Program**

The University of Pikeville - Kentucky College of Optometry Student Advantage program designates that all our students enter on a level playing field, where those who are admitted with few financial resources have the same educational opportunities as those with greater resources. Entering optometry students are provided all required ophthalmic and medical equipment in addition to the use of an iPad and laptop computer, as well as all required texts.

Membership dues on behalf of all students are also paid to the American Optometric Student Association (AOSA) and the Kentucky Optometric Student Association (KOSA). Exam fees for the National Board of Examiners in Optometry Part 1, Applied Basic Science, are paid by KYCO for first attempts only. In addition, the KYCO Student Advantage program also includes a NBEO preparation program.

Students are responsible for all of the equipment provided as part of the KYCO advantage. Equipment provided is for the sole purpose of use by the **student only** throughout the 4-year program. Items lost or stolen will not be replaced. Ownership of the equipment transfers from KYCO to the student upon graduation.

Additionally, should a student be dismissed or withdraw from the program, he or she will be required to return all ophthalmic, medical, and technical equipment provided for the student as part of the KYCO advantage to the Office of Student Affairs. Students memberships also included in the KYCO advantage will be inactivated.

**Information Technology and Internet Services**

The University of Pikeville Information and Technology Services (ITS) is committed to providing and facilitating quality computing, networking, and information services for the students, faculty, and staff in support of instructional, research, administrative, economic development, and community service needs, while providing an atmosphere that encourages access to knowledge and the sharing of information. To facilitate their engagement with the
KYCO curriculum, KYCO students are provided the use of iPads and laptops. Technical assistance concerning student laptops, student email, software, and web-based course programs may be obtained from the University’s Information Technology staff. Assistance may be requested by sending an email to helpdesk@upike.edu, by using the “Submit Helpdesk Tickets here” link on the Information Technology page in myUPIKE or by phoning (606) 218-5300 during normal business hours (8 AM to 5 PM Monday – Friday).

MyUPIKE is the University of Pikeville’s web interface that allows you to access information contained in our administrative database. It is a secure password-protected web site that gives access to grades, class schedules, and other information. You use the same username and password to access myUPIKE that is used to access other university computing resources. Since confidential information is contained in myUPIKE, be sure to properly log out of myUPIKE by using the ‘Log Out’ button in the upper right corner and then closing your browser window. DO NOT share your password with anyone.

All students, staff, and faculty of KYCO will have secure email capability through the University secure proxy server. Email is the official form of communication among students, faculty, and staff. It is the responsibility of each student to frequently check his/her email and failure to receive timely or important communications because of an inactive email account, or infrequency of use, is not an excuse for missed information.

ITS administrative and support offices are located on the second floor of the University of Pikeville Community Technology Center (CTC). University of Pikeville Network services are available in all teaching facilities, residence halls, faculty, and staff offices.

Medical Insurance
KYCO students must maintain personal health insurance throughout their enrollment and present documentation of health insurance coverage to the KYCO Office of Student Affairs prior to the start of each academic year. KYCO students are responsible for the costs of their health insurance.

Medical Liability
KYCO provides its students medical liability insurance that only covers students when participating in KYCO-approved clinical rotations or activities.

Student Sickness and Accident Insurance Plan
The University of Pikeville believes it is essential for students to be protected against unexpected accidents or illnesses and therefore provides an option for students to purchase a sickness and accident insurance plan. Information on this policy can be found in the Student Services office located on the main campus administration building.
**Identification Cards**

Every student at KYCO will receive a secure ID access card with photo. This ID access card should remain with the student at all times (on oneself) and should be treated as a high level security piece. Identification badges must be worn or carried at all times by students while on campus or off-campus on KYCO assignments.

A lost, misplaced, or missing ID card is cause for concern and should be reported to Campus Security. Delay in reporting a lost ID card could result in misuse of your card by others. If lost, a fee will be assessed for a replacement. All entering first-year students have an opportunity to receive their KYCO secure ID access card during New Student Orientation.

The official University Identification Card enables students to attend University functions and utilize University facilities and services. ID cards can also be used to purchase food on campus, check out books from the library, gain entry into athletic and other special events, and for student discounts where offered. At the request of a University or KYCO official, students may be required to present their UPIKE ID card as evidence of student status.

The University and College of Optometry ID cards are non-transferable and must be surrendered upon termination of student status. Alterations to the card and false representation in obtaining and/or using the card are forbidden. Misuse may result in forfeiture of the card and disciplinary action.

**Student Lockers**

Lockers are provided for students, free of charge, to accommodate the storage of optometric equipment and materials. Students provide their own locks.
Pathway for Student Policy Revision

All KYCO students are able to initiate a change or revision of existing KYCO policies. The procedures associated with this process are outlined below.

Any member of student body or program may propose a student policy revision

ADAA/DOE and/or DOC

Initial Policy Revision Proposal Submitted to Student Affairs

Faculty Committee

Student Body Leadership

Working PROPOSAL*

Faculty-Student Leadership Ad Hoc Committee

Student Body Vote

Majority vote in favor

EXECUTIVE COUNCIL

* Proposals may be denied further processing at this stage secondary to feedback/input from outlined participants. Denied proposals may be appealed to the Dean of Optometry.
Registrar Services

The Registrar’s Office is located on the Second Floor of Armington Science Center, Room 218. The office handles all services usually associated with a Registrar’s Office. These include, but are not limited to, the following:

Transcript Requests

In order to comply with the Family Educational Rights and Privacy Act (FERPA) and the policies of the University of Pikeville Registrar’s Office, transcripts requested online will be official and only mailed to an institution of higher learning, employer, or organization. They will not be sent to a home address. A transcript is stamped “Issued to Student” if picked-up by a student. Transcripts mailed directly to institutions or organizations are considered official transcripts. Transcripts will not be released if a financial obligation to the University of Pikeville exists.

You may obtain a transcript in any of the following ways:

**US Mail**

University of Pikeville  
Attn: Registrar  
147 Sycamore Street  
Pikeville, KY 41501

**Fax** - Fax your request to the Registrar’s Office at (606) 518-5212. Please include, in your request, the following information:

- Full name
- Social Security number and/or University of Pikeville ID number
- Date of birth
- Current mailing address and telephone number
- E-mail address (if applicable)
- Mailing address to which the transcript is to be mailed
- Student’s signature (a signature is required)

**E-mail** - E-mail your request to the Registrar’s Office at transcripts@upike.edu. Be sure to include the information listed above.

**Online** – via [http://www.upike.edu/Academics/Registrar-s-Office/transcript_form](http://www.upike.edu/Academics/Registrar-s-Office/transcript_form)
**Transcript Fees:** The University charges a fee for each and every transcript. Allow up to two days for all processing types. However, students can view their unofficial transcripts via Webadvisor at any time at no cost.

- eTranscript processing: $10.00 per copy
- Standard domestic mail: $12.00 per copy ($10.00 copy fee plus $2.00 standard mail fee)
- International mail: $13.00 per copy ($10.00 copy fee plus $3.00 standard mail fee)
- Expedited processing:
  - FedEx Overnight Domestic: $35.00 ($10 copy fee plus $25.00 overnight fees)
  - FedEx International Priority: $50.00 ($10 copy fee plus $40.00 international fees)

**Enrollment Verifications** – Letters or forms verifying attendance for various reasons – auto insurance, jury duty, etc.

**Name Changes** – Must include legal documentation such as a copy of a marriage certificate or court order. Changing your name does not automatically change your email address.

**Class Rank** – Requests can be in person or in writing. Email requests must come directly from the student’s email account.

**Address Changes** – Students are expected to keep their address information with the college up-to-date.

**Loan Deferments** – Once a student is officially registered in classes, the Registrar’s Office can process any student’s loan deferment (from previous college and/or KYCO related loans). Each student needs to provide the Registrar’s Office the appropriate form provided by each lender for processing.
Tuition

Tuition for the Kentucky College of Optometry will be $38,450 for the 2016-2017 year. The cost of attending a four-year Doctor of Optometry program varies greatly from school to school. For KYCO, the cost of attending is inclusive of many benefits not provided at other institutions.

Tuition is billed by semester. Tuition payments are due at the time of invoicing unless special payment arrangements have been made with the University of Pikeville Business Office. Tuition payments for students with financial aid are processed by the University of Pikeville Business Office.

Tuition is subject to change annually. The University reserves the right to change the schedule of tuition and fees without advance notice and to make such changes applicable to current as well as future students.

Tuition Refund Policy

Tuition is billed by semester for enrolled students. No part of the tuition will be refunded to a student who withdraws for any reason after the fourth week of the beginning of an academic semester for first year, second year, third year, or fourth year optometry students. For first year students, the first week of the semester for tuition purposes consists of the required orientation program. A withdrawal is defined as a student dropping down to zero hours in a given semester. It will be strongly encouraged that students who are receiving financial assistance meet with the Office of Student Financial Services before withdrawing or taking a Leave of Absence to discuss the financial consequences.

Tuition refund, if applicable, require prior written notification of withdrawal from the institution. A withdrawal affects both a student’s bill at the University, as well as any financial aid the student may have received. Tuition refund from the University of Pikeville – Kentucky College of Optometry will be prorated as follows:

- 100 percent during the first week of an academic semester;
- 75 percent during the second week of an academic semester;
- 50 percent during the third week of an academic semester; and
- 25 percent during the fourth week of an academic semester;
- 0 percent after the fourth week of an academic semester.

The Board of Trustees of the University of Pikeville reserves the right to change the schedule of tuition and fees, without advance notice, and to make such changes applicable to present as well as future students of KYCO, and to establish additional fees or charges for special services whenever, in their opinion, such actions are deemed advisable.
Financial Aid

Overview

The Kentucky College of Optometry will work closely with the main University’s Student Financial Services Office. Financial aid will be processed through the University’s Student Financial Services Office. Financial aid counseling and assistance is provided to optometry students regarding securing financial support to help meet the costs of their education. Although the Student Financial Services Office assists KYCO students with funding for their education, the student is primarily responsible for securing this financing. This means that such things as supplying personal or family documentation and ensuring that a student qualifies for loans by having a favorable credit report. All documents requested must be received before financial assistance will be processed.

Upon admission to KYCO all students should contact the Financial Aid Office. The office will assist students with their borrowing needs, instruct them of the financial aid application process, and familiarize them with the types of assistance available. Financial aid and debt counseling information designed specifically for optometry students will be shared periodically by the Student Financial Services Office. Students may also schedule an appointment to meet individually at any time to review their financial aid status, discuss debt management strategies, or obtain financial information.

During schooling, most students are required to live at a modest level. The federal agencies that make funds available for borrowing do so with the understanding that students who receive financial loans should maintain modest living costs. Financial aid as awarded or borrowed under federal programs cannot exceed the KYCO standardized student budget. Funds are allowed for a student’s direct educational costs and for reasonable, approved personal living costs while he or she receives an education. Students must manage their financial aid funding prudently to make it work comfortably. Students must carefully monitor and adhere to their approved budgets.

Every student applying for financial aid must file the Free Application for Federal Student Aid (FAFSA) with the appropriate federal processor to assess aid eligibility. The FAFSA should be filed after January 1st of each academic year for processing. Additional documents may be required as well as determined by the Student Financial Services Office. Students may file loan applications and check the status of loans through the Student Financial Services Office or online at https://studentloans.gov.

The majority of professional school students receive financial aid. Several financial assistance programs exist to help students meet the cost of attending the University of Pikeville - Kentucky College of Optometry. These programs include, but are not limited to student loans, grants, and scholarships.
The University of Pikeville - Kentucky College of Optometry students will be kept informed of any changes or updates regarding financial aid through email communication, printed materials, and/or the financial aid website for the University of Pikeville and the University of Pikeville - Kentucky College of Optometry.

**Scholarships and Grants**
Scholarships generally do not have to be repaid and are awarded based upon academic performance, financial need, or other criteria specifically outlined. Contract scholarships normally require a service commitment after graduation for a specific number of years. Please note that if a student signs a service commitment scholarship while enrolled, he or she may not be able to participate in certain state or federal loan repayment programs after graduation. To be eligible to participate in most loan repayment programs, prior commitments must be fulfilled by service or repayment plan.

**Institutional Merit-Based Scholarships**
Merit-based, internal awards are made available to the University of Pikeville - Kentucky College of Optometry students based upon qualifying academic, service, and leadership factors. These scholarships are generally awarded for outstanding academic achievement as well as non-academic characteristics, and are generated in collaboration with the Scholarship and Awards Committee on the basis of academic, service, and leadership qualities. More specifics pertaining to institutional, merit-based scholarships will be available on-site for review.

**Outside Scholarships & Grants**
External scholarships will be made available to the University of Pikeville - Kentucky College of Optometry students based upon qualifying factors. The Scholarship and Awards Committee, with the assistance of Student Affairs’ Office, coordinates outside Scholarship opportunities. Additionally, there are several comprehensive searchable scholarship databases on the web, including fastWEB.com. Fast WEB (http://www.fastweb.com/) provides access to private local and national scholarships, fellowships, grants, and loans.

**Military Health Professions Scholarships (HPSP)**
The Military offers competitive scholarships for full tuition and required fees plus a monthly stipend through the Air Force, Army, and Navy. HPSP scholarship recipients are commissioned as officers and required to serve in the military for a specific period of time, depending upon the number of years the recipient received the HPSP scholarship. Applications and additional information are available both on-site through the University of Pikeville - Kentucky College of Optometry HPSP Advisor and directly from local Army, Navy, and Air Force recruitment offices, which are located throughout the United States.
Debt Counseling
The University of Pikeville Office of Student Financial Services will offer a variety of information to assist in locating additional financial aid resources and adapting new financial skills. Information conveyed may include, but not limited to budgeting tips, loan repayment strategies, scholarship opportunities, and financial calculators. As previously mentioned, financial aid instructions, tips, and debt counseling information will be shared with students throughout their training. Also, students may schedule an appointment to meet individually with the Student Financial Services Office to review their financial aid status, discuss debt management strategies, or obtain financial information.

All University of Pikeville - Kentucky College of Optometry students who receive loans are required to complete an Entrance Loan Counseling Session before the loan will be disbursed. This will be an online loan counseling session designed to help the borrower understand his/her rights and responsibilities as they pertain to loan borrowing. First time Kentucky College of Optometry student borrowers must also complete a Federal Master Promissory Note. First year students are also required to participate in a financial aid information session to be held during New Student Orientation.

Stafford Exit Loan counseling is also required for all graduating students that have received loan funds while attending the University of Pikeville - Kentucky College of Optometry. The purpose of the exit interview is to review repayment schedules as well as to provide any post-graduate resources that the University of Pikeville - Kentucky College of Optometry or the University of Pikeville can provide. A hold will be placed on the student’s graduation if this requirement is not satisfied.

Students will be advised of the impact of defaulting on a student loan. Default is the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note. If this happens, it is reasonable to conclude that the borrower no longer intends to honor the obligation to repay. Defaulted loans are reported to national credit agencies, thus affecting credit ratings and future ability to borrow money. KYCO encourages students to borrow responsibly and to budget prudently and limit living costs. If a student’s loan goes into default, the University, the lender, the state, and the federal government can all take action to recover the money.

The federal government can deny a school’s participation in the student loan programs, if the school’s default rate is too high. Further, the University will withhold release of student records of any individual who is in arrears or in default under any loan or loan program, where such arrears or default adversely affects the University in any way.
Loan Repayment Programs are programs sponsored by national, state, and local governments and some private organizations, where professionals are recruited to practice in designated professional shortage areas. Participants may be provided with living stipends and funds to repay educational loans. Individual programs and contract information should be consulted for specific time commitments as well as possible benefits.

**Student Loans**

Educational loans exist to help students pay for their cost of attendance. Because these loans must be repaid with interest, students will be urged to think carefully about the amount of money needed to meet their educational expenses before borrowing and they must understand the implications of receiving such loans. Students will be encouraged to read their loan application and promissory note very carefully. Students should be aware of the following when applying for a loan:

- The full amount of the loan being requested
- The current interest rate
- The date that repayment starts
- Additional loan charges to be paid such as loan origination and/or guarantee fees and how those fees will be collected.
- The maximum amount that can be borrowed each year
- The maximum time for repayment and the estimated repayment amounts
- Circumstances that will result in defaulting on a student loan
- The consequences of defaulting on a student loan
- Available options for deferment, forbearance, and loan consolidation
- Track all federal loans at [www.nslds.ed.gov](http://www.nslds.ed.gov)

It is the student’s responsibility as a borrower to stay in touch and notify their servicer if there is a change in enrollment status (graduation, withdrawal, dropping below half-time enrollment), a change of name, or if the student transfers to another school.

**Federal Loans**

The primary loan source for students is the Direct Federal Loan program. The following are maximum borrowing amounts for this program:

- **Federal Stafford Loans:**
  - Unsubsidized loans – $40,500 - $47,167 per year
  - Cumulative debt – $224,000

- **Federal Graduate Plus Loan:**
  - Cost of education less financial aid per year
The amount a student can borrow is based on criteria defined by U.S. Department of Education, the KYCO standardized student budget, and student’s level of federal loan indebtedness.

**Federal Direct Stafford Loan (Unsubsidized)**
The Federal Direct Unsubsidized Loan is a non-need based federal loan. An origination fee may be deducted prior to disbursement. The interest rate is fixed and begins accruing during school. Repayment begins 6 months after graduation or departure from school. Deferment, forbearance, and income based repayment options may be available.

**Graduate PLUS Loan**
The Graduate PLUS Loan is for graduate and professional students who need assistance with educational expenses that are not covered by other types of financial aid. This loan is an alternative to using other funding sources to meet educational costs. Students do not have to demonstrate financial need in order to qualify and they must not have an adverse credit history. The interest rate is fixed and begins to accrue during school. Students may borrow up to the total cost of attendance minus other financial aid.

**Alternative Loans**
Alternative loans are private loans made through private lending institutions (banks, credit unions, or other private educational lenders) and are not part of the federal government guaranteed loan programs and are not based on financial need. They are typically credit-based and may require a cosigner. Interest rates may vary (possibly without a cap) based upon the lender as well as credit eligibility. With some lenders students who qualify without a cosigner may lower their interest rate and/or origination fee if a cosigner is added to the loan. Interest is not subsidized and begins accruing upon disbursement; however the borrower has the option to pay the interest during enrollment or to allow it to accrue. The loan amount may be up to the cost of attendance minus other financial aid. Loan fees are deducted from the loan proceeds prior to disbursement. It is recommended that students do careful research on lenders before making a decision in order to choose the loan that best suits their needs. Borrowing from an alternative loan program should only be used when all other funding options have been exhausted.

**Satisfactory Academic Progress**
KYCO complies with the Federal requirement that all students who receive financial assistance from Title IV and Title VII funds must maintain satisfactory academic progress toward attainment of their degree.

KYCO students are expected to make continuous and successful progress through KYCO’s four-year program of study. Satisfactory academic progress guidelines to maintain financial aid eligibility follow the academic policies of KYCO and the academic oversight provided by the
KYCO Academic Standards Committee (ACS). For KYCO students, the maximum time frame for financial aid eligibility is six years. A KYCO student may need additional time to complete the curriculum due to academic or personal situations, fellowships, or other circumstances. Certain circumstances, such as an approved leave of absence may be excluded from the maximum six-year time frame allowed for financial aid eligibility. The Financial Aid Office will notify students who are ineligible for continued assistance and will provide them with information regarding their repayment status. Students who are beyond the six-year maximum time frame may consult with the Financial Aid Office for other funding options.

**Return of Title IV funds**

As a requirement set forth by the Department of Education, the Office of Student Financial Services is required to return a percentage of federal financial aid that was disbursed to students who have withdrawn or taken a Leave of Absence from the University of Pikeville - Kentucky College of Optometry prior to completing 60% of the semester. The amount of aid returned is determined by the following formula:

\[
\text{Number of calendar days attended ÷ Total calendar days in the semester} = \% \text{ of aid “earned”}
\]

Earned aid is kept on the student account. Any “unearned” aid must be returned to its source. Federal loans, scholarships, grants, private loans, and any other aid may also be reduced or completely removed from the student’s account.
Guideline for KYCO Student Organizations

Participation by students in organized extracurricular activities is a valuable part of the total educational program and is encouraged by the College. Such activities serve as an enhancement to the educational and professional growth component by providing experience and opportunities in leadership, self-government, special interest development, peer collaboration, and the opportunity to identify and fulfill responsibility. It is recognized that the majority of these activities are sponsored and carried out by student organizations, and that these organizations therefore have a responsibility to their members and to the College in the conduct of their activities. It is expected that the activities of the organization will not conflict with the purposes or mission of KYCO or UPIKE. To be elected or appointed, and to maintain an organizational leadership position in any student organization, a cumulative grade point average of 2.50 is required.

Official and Unofficial KYCO Student Organizations

The activities of student organizations vary widely in scope, purpose, and formality of organization. An official organization is one whose purposes and membership remain relatively stable from year to year and whose relationship to the College is formally acknowledged by the College. An unofficial student organization, on the other hand, is one which is not formally organized or which is organized to carry out a specific one-time function or activity, and for these or other reasons is not formally recognized by the College. In order to be considered an official organization by the College, a student organization would be expected to meet the appropriate guidelines of this policy.

Documents Required for Official Recognition

Before recognition of official status can be granted by the College, a student organization should submit to the Office of Student Affairs the following information:

1) A written request for formal recognition by the University of Pikeville - Kentucky College of Optometry.
2) A copy of the organization’s official constitution or other formal statement of purpose; the bylaws and constitution must include: purpose of the organization, requirements for membership, and procedures for election of officers, including the timing of elections, term of office, notification to membership of elections, duties of officers, and procedures to change bylaws. This information will be retained by the Student Affairs’ office and only replaced in case of revision.
3) A yearly listing of the current officers, and after every election.
4) A University of Pikeville - Kentucky College of Optometry Faculty Advisor

Upon initial receipt of the above documents and the organization’s written request for formal
recognition by the College, the Office of Student Affairs would consider the request and act on it, normally within thirty (30) business days. Should a prospective student organization seek to become a voting member of the Student Government Association (SGA), such details are listed in the SGA Bylaws. Once granted, the College’s formal recognition of any student organization would be continued as long as the organization remained active and its purposes and functions continued to support the purposes of the College. In the event of a major change in an official organization’s stated purpose, the Office of Student Affairs would review the organization’s status in light of its revised purpose and would either continue or terminate formal recognition of the organization.

**Student Organizations and Faculty Advisors**
Faculty and staff members are encouraged to assist official student organizations, and when appropriate, to participate in their activities. To this end, each official student organization will have an advisor. The advisor would normally be a faculty or staff member of KYCO who has agreed to act in such a capacity for the organization. Although each organization is free to choose its own advisor, the organization is obligated to inform the Office of Student Affairs in writing whenever a change in advisors occurs. The written notice must be signed by both the president of the organization, the new advisor, and the previously assigned advisor.

**Responsibilities of KYCO Official Student Organizations**
Each student organization has a joint responsibility to its student members and to the College. It is expected that the activities of any organization will not conflict with the best interests of its members, its stated purpose, or the purposes of the College. Student organizations are expected to conduct their affairs in a responsible, professional manner. The dereliction of its responsibilities by an organization could result in the loss of that organization’s official status with the College.

**Checking Accounts**
All KYCO student organizations’ checking accounts are housed with the College. Student leaders will still manage and be responsible for organization funds, but the College will hold the assets. Any appropriate check requests will be processed by the business with prior approval. Any questions should be directed to the Office of Student Affairs.

**Fund-Raising**
The College is legally accountable for all funds donated to its student organizations, and it must comply with all laws and regulations regarding such gifts. Accordingly, the solicitation of any company, business, organization, vendor, or alumni by or for a student organization requires the prior approval of the Office of Student Affairs. The actual letter and/or materials to be used in making the request for cash, goods, or services must be submitted for review and authorization.
These requests will be reviewed and authorized on a case-by-case basis. Donations, in the form of gifts, funds, and/or services, received must be appropriately referenced and subsequently reported to the Office of Student Affairs for recording purposes. Thirty (30) school days should be allowed for this process.

**Use of University Facilities**

Student organizations will be permitted to use the University of Pikeville - Kentucky College of Optometry facilities on a pre-arranged basis, provided that these arrangements do not conflict with other scheduled University of Pikeville - Kentucky College of Optometry activities or established policy. Approval for use of facilities should be sought in advance through the Office of Student Affairs.

**Mail for Student Organizations**

Official student organizations may have mail addressed to them at the College’s address, provided that the organization has sought approval with the Office of Student Affairs. Mail is to be addressed to the Office of Student Affairs to the attention of the Student Organization. The appropriate student organization member will be notified of received mail.

**Student Publications**

Student organizations have a joint responsibility to their members and to the College. The College expects, at a minimum, that the publications of any student organization will not conflict with the best interests of its members, its stated purpose, or the purposes of the College. The College encourages student publications which reflect responsible and professional consideration of optometry related topics.
KYCO promotes an environment in which students balance curricular expectations and extracurricular activities with their personal responsibilities. During New Student Orientation, entering students are introduced to various student organizations and chapters. By virtue of their enrollment at KYCO, all students are provided membership in the American Optometric Student Association (AOSA) and the Student Kentucky Optometric Association (SKOA). Membership fees are paid by KYCO.

**Policy for Student Volunteer Services**

The University of Pikeville - Kentucky College of Optometry encourages students to participate in volunteer activities and organizations. The president of each student organization will be responsible for notifying the Office of Student Affairs of individuals who are engaged in external activities. Participation in these activities should be scheduled outside class and clinical assignment. However, should the occasion arise that a valid volunteer activity/service conflicts with class or clinic, the student choosing to participate will be required to obtain a release form from the Office of Student Affairs and obtain signed approval from the course, lab, and/or clinical instructor, prior to participating in the volunteer activity. The student will be responsible for all make-up course material, lecture notes, and/or clinical assignments. No student will be permitted to be absent from classes or clinic without having obtained a signed release.

**KYCO Student Government Association**

The KYCO Student Government Association (SGA) is the official representative for all KYCO students in matters of school policy and campus governance. The SGA will serve to enhance communication between optometry students, faculty, and administration. SGA representatives collaborate and discuss issues pertinent to the entire KYCO student body and help organize events for the purpose of unifying the student body. SGA is responsible for fostering student professionalism, acting as liaison for the student body, supporting club and classroom activities, and working to improve the quality of student life for all KYCO students.

SGA is composed of elected voting and non-voting members, SGA voting members include the SGA president, SGA vice president, SGA secretary, SGA treasurer, each class president, each class vice president, each class secretary, and each class treasurer. SGA membership also includes the student trustee and trustee-elect of the American Optometric Student Association and student representatives from the various student organizations. Non-voting members include the Assistant Dean of Student Affairs, who advises the student government and serves as its administrative liaison, and one faculty member who is selected by SGA, as well as each student representative of KYCO’s faculty-student committees.
SGA members serve for one year. The SGA meets at least three times during the Fall and Spring semesters. Prior to each meeting, the various representatives are encouraged to elicit class opinion on the problems and situations to be discussed and acted upon by SGA.

**STUDENT GOVERNANCE**

Elections for the SGA Executive Board, 2\textsuperscript{nd} Year Class Officers, and 3\textsuperscript{rd}/4\textsuperscript{th} Year Class Officers will take place at the end of the spring semester of the preceding academic year. First Year Class Officers will be elected in August of their academic year. The KYCO administration will provide the initial resources to allow for the organization and formation of the leadership structure with oversight from the Office of Student Affairs. *To be elected and to maintain a governance position (e.g. SGA officer, Class officer, Student Organization President), a cumulative GPA of 2.50 is required.* A student being placed on academic, clinic, or professional conduct probation may not hold office in any student organization.

**KYCO Student Organizations**

**AMERICAN OPTOMETRIC STUDENT ASSOCIATION (AOSA)**

The AOSA is a national organization of optometry students which exists to improve the visual welfare of the public and to enhance the education and welfare of optometry students. AOSA directs itself to the educational, legislative, political, professional, and social concerns of optometry students. The AOSA includes students representing all the Schools and Colleges of Optometry in the U.S., Canada, and Puerto Rico.

The AOSA at KYCO is led by the AOSA Trustee and Trustee-elect. The AOSA Trustee is a voting member of Student Government Association. The Trustee is responsible for representing KYCO students at the national level and for overseeing activities of the AOSA at the College. The Trustee-elect serves for one year and then automatically assumes the office of AOSA Trustee for an additional one-year term. To be eligible to run for the position of AOSA Trustee-elect, the candidate should be scheduled to remain in local residence throughout the duration of the succeeding one-year term as AOSA Trustee. All KYCO students are automatic members of the AOSA and the AOA by virtue of their enrollment at KYCO.

**STUDENT VOLUNTEERS IN OPTOMETRIC SERVICE TO HUMANITY (SVOSH)**

This charitable organization is dedicated to providing uncompensated eye care and spectacles to needy communities in the United States and other areas of the world, typically Central America, who would not otherwise receive care. Optometry students and optometrists conduct vision care mission trips, which include vision examinations, dispensing of eyeglasses, and detection, treatment, and appropriate referral of ocular pathology.
Annually, SVOSH team members work to collect, inspect, and sort eyeglasses donated by various individuals and organizations, and conduct projects and activities aimed at financing travel expenses. In addition to mission trips abroad, it is anticipated that KYCO SVOSH will provide eye care to underprivileged areas in Pike County and surrounding areas.

**STUDENT STATE OPTOMETRIC ASSOCIATIONS**

Student State Optometric Associations function to provide fellowship for students of particular states and to act as a liaison between students and the state optometric associations. Student associations often maintain close contact with state associations, to provide communication and services for students who wish to practice in a particular state. It is anticipated that the Kentucky Optometric Student Association (KOSA) will be an active state association at the University of Pikeville - Kentucky College of Optometry. As part of the KYCO Student Advantage program, membership dues on behalf of all students are also paid.

**AMERICAN OPTOMETRIC ASSOCIATION – POLITICAL ACTION COMMITTEE**

The American Optometric Association Political Action Committee (AOA-PAC) is a voluntary nonprofit, unincorporated committee of doctors of optometry. This committee is not affiliated with any political party or any other political committee. As the role of government continues to expand, it becomes increasingly important to support candidates seeking federal office who understand the legislative issues facing optometry. Since the composition of the U.S. Congress changes so frequently, AOA-PAC's role must be a continuing one. AOA-PAC, as well as the AOA Washington Office, is the optometrist’s voice in the nation's capital.

**STUDENT CHAPTER of the AMERICAN ACADEMY OF OPTOMETRY (SAAO)**

The student chapter promotes awareness of and involvement in the American Academy of Optometry, whose goal is to promote excellence in the standards of optometric practice and encourage the pursuit of research in optometry and related sciences. Student membership may be granted to students who are in good academic standing at a school or college of optometry, to full-time students in vision sciences and related sciences, and to residents in optometric residency programs. Benefits include all the Academy publications and complete access to the Academy Annual Meeting at a reduced rate.

**COLLEGE OF OPTOMETRISTS IN VISION DEVELOPMENT (COVD)**

The College of Optometrists in Vision Development is an international membership association of eye care professionals including optometrists, optometry students, and vision therapists. The mission of COVD is to serve as an advocate for comprehensive vision care emphasizing a developmental and behavioral approach. This club is dedicated to expanding the number of students that will deliver developmental vision care and vision therapy to their patients. Benefits include all the Academy publications and complete access to the Academy Annual Meeting at a reduced rate.
**NATIONAL OPTOMETRIC STUDENT ASSOCIATION (NOSA)**

The National Optometric Student Association is an organization dedicated to increasing minority representation in Optometry and is a valuable support group for minority students. NOSA is affiliated with the National Optometric Association, and works to recruit and retain minority students in optometry. NOSA chapters frequently conduct screenings in minority communities throughout the year.

**PRACTICE MANAGEMENT CLUB**

This club is designed to help prepare KYCO students for entering private practice by introducing and exposing interested students to the business and practice management aspects of the profession. This club will promote private practice as a career choice and will involve seminars, presentations, invited lecturers regarding practice management, and a variety of private practice-related topics.

**CONTACT LENS SOCIETY (CLS)**

Contact Lens Society is dedicated to expanding contact lens interest and knowledge among students and thereby improving contact lens patient care. Membership in the club will include access to seminars, presentations, and invited lecturers regarding updates on lenses, equipment, and clinical care.

**SPORTS VISION CLUB (SVC)**

The Sports Vision Club provides opportunities for its student members to gain experience in vision care as it relates to various sports fields. SVC members will provide vision screenings for student-athletes in the Pikeville area, helping to identify athletes who would benefit from visual enhancement or vision therapy. SVC will also maintain membership with the Sports Vision Section (SVS) of the American Optometric Association, who are dedicated to advancing the quality and delivery of sports vision care through education, eye injury prevention, and enhancement of the visual performance of athletes.

**LOW VISION AND REHABILITATION CLUB**

This student organization will act to improve academic knowledge of ocular disease, facilitate ongoing development in the areas of low vision care, and to increase recognition of the effects of low vision on quality of life. They will strive to provide low vision care in rural Kentucky and to enhance the delivery, effectiveness, and efficiency of eye and vision care services throughout rural areas.

**THE OPTOMETRY STUDENT SPOUSE’S ASSOCIATION (OSSA)**

The Optometric Student Spouses Association is an educational and social organization that educates spouses of students with respect to optometry or any other topic of interest. It provides social activities and other activities to support the students of KYCO.
**FELLOWSHIP OF CHRISTIAN OPTOMETRISTS (FCO)**
FCO is a student organization and local chapter of the National FCO, which provides pre-optometry and optometry students with a vehicle for spiritual growth and fellowship. FCO encourages opportunities for students to successfully combine their professional skills with mission work consistent with their Christian faith. The organization’s activities may include luncheon seminars with featured speakers, Bible studies, and a yearly mission trip for humanitarian purposes.

**Student Honorary Organizations**

**STUDENT AMBASSADORS**
Ambassadors assist in student recruitment, admissions, and public relations functions of KYCO. Ambassadors will be selected from members of the second, third, and fourth year classes, based upon an application process. The application process is coordinated by the Office of Student Affairs in collaboration with the Scholarship and Awards Committee. Student Ambassadors serve one year terms.

**GOLD KEY INTERNATIONAL OPTOMETRIC HONOR SOCIETY**
The purpose of the Gold Key is to recognize upper-class students who have demonstrated outstanding professional and ethical attitudes through leadership in their class, school, and profession. Typically, Gold Key membership is restricted to third and fourth year students; no more than five percent of third year and ten percent of fourth year students may hold membership. The present student membership of Gold Key is solely responsible for the selection of new members, based upon pre-determined leadership and professional qualities. All selected candidates are chosen for lifetime membership.

**BETA SIGMA KAPPA (BSK)**
Beta Sigma Kappa is an international optometric honor society. Founded in 1925 by a small group of optometrists in Illinois, Beta Sigma Kappa now has student chapters in every school and college of optometry in the United States, with two in Canada, and one in Puerto Rico. To be eligible for BSK membership, a student must attain a grade point average of 3.5 in their first professional year, a cumulative GPA of 3.4 in the first two years, a 3.3 cumulative GPA for the first three years, and a 3.2 cumulative GPA for all four professional years.
**Faculty-Student Committees**

Four of KYCO’s standing committees will include one or more students. These students will be selected based on student and faculty nominations. An election of the entire student body will be conducted prior to selecting the student members of these committees. Elected members must attend all committee meetings, as well as any required meetings of the Student Government Association. These student members will serve as the liaison between the SGA and their committee.

The following is a list of the standing committees and their student members:

<table>
<thead>
<tr>
<th>UPIKE Kentucky College of Optometry Committees</th>
<th>Student Representation</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Policy and Curriculum Committee</td>
<td>Two</td>
<td>One Year</td>
</tr>
<tr>
<td>Continuing Optometric Education Committee</td>
<td>Two</td>
<td>One Year</td>
</tr>
<tr>
<td>Professional Conduct and Ethics Committee</td>
<td>Four</td>
<td>One Year</td>
</tr>
<tr>
<td>Research Committee</td>
<td>Three</td>
<td>One Year</td>
</tr>
<tr>
<td>Admissions Committee</td>
<td>Two</td>
<td>One Year</td>
</tr>
<tr>
<td>Assessment Committee</td>
<td>Three</td>
<td>One Year</td>
</tr>
<tr>
<td>Faculty Development Committee</td>
<td>Two</td>
<td>One Year</td>
</tr>
</tbody>
</table>

The Admissions Committee will have two Third Year Representatives.
The Continuing Optometric Education Committee will have a Third Year and Fourth Year Representative.
The Educational Policy and Curriculum Committee will have a Third Year Representative and Fourth Year Representative.
The Professional Conduct and Ethics Committee will have a First Year Representative, Second Year Representative, Third Year Representative, and Fourth Year Representative.
The Research Committee will have a Second Year Representative, Third Year Representative, and Fourth Year Representative.
The Assessment Committee will have a Second Year Representative, Third Year Representative, and Fourth Year Representative.
The Faculty Development Committee will have a Third Year Representative and Fourth Year Representative.
CAMPUS RESOURCES

Allara Library

The Frank M. Allara Library exists to support the educational goals and objectives of the University of Pikeville. As a support service, the library is concerned with the growth of the University as a Christian community. To this end it provides materials for personal, spiritual enrichment and collects sources of information which reflect the heritage and continuing affiliation of the institution with the Presbyterian Church (USA).

The library also supports the University’s course offerings through the acquisition of a variety of print and non-print resources, including collections of books (both circulating and reference), periodicals, databases, microforms, and videos. Special Collections houses the University archives and a collection of Kentucky/Appalachian history and genealogy. For more information, please check the pamphlets in the library or ask a librarian.

While the library serves all segments of the University of Pikeville community, its primary responsibility is to the graduate and undergraduate students of the University. The library shares the institution’s commitment to its students and seeks to foster their intellectual and cultural development by means of its resources and services.

Medical Library

The medical collection of the Kentucky College of Osteopathic Medicine is housed in the University of Pikeville Telemedical Learning & Resource Center. The collection emphasis is in medicine and osteopathy. Medical resources include books, periodicals, audio tapes, videos, models, and electronic databases. The library offers computers with Internet access and quiet and group study areas. Some study areas are accessible 24 hours a day with your student ID.

Campus Bookstore

The University Bookstore, located in the lower level of the Pikeville parking garage on Hambley Boulevard, offers new and used required texts and reference books, laboratory and clinic coats, college clothing, school supplies, sports items, and gift items. During final exams of fall and spring semesters, the bookstore buys back textbooks from students. The bookstore was established primarily to meet the needs of students, faculty, and staff, but the public is also welcome to make purchases.
**Dining Facilities**

The University of Pikeville offers a meal plan to students. The food service management is capable of meeting most special diets. Exceptional dietary needs may require physician documentation. The campus dining hall is located in the Coal Building. Each student must present their University student ID upon entering the dining facility. Using another’s University student ID to gain access to the dining facility is prohibited at all times. All food served should be eaten in the dining hall. Food, plates, silverware, cups, and other supplies are not to be removed from the dining hall.

**Student Lounge**

The University’s Student Lounge is located on the ground floor of Wickham Hall. It offers an opportunity for students to relax, study, and enjoy time with fellow students. A pool table is located in the lounge and pool cues may be checked out in the Office of Student Services. There are also televisions, couches, gaming consoles, an air-hockey table, arcade games, tables, and chairs for students to use at their leisure. The University asks that all students respect the property of the University so that all students may enjoy the Student Lounge. Theft or destruction of University property is grounds for disciplinary action up to and including separation from the University.

**Post-Office**

The main post office for the entire campus is located in Wickham Hall. Mailboxes are available for all residence hall students and are assigned through the campus post office.

**Parking**

Operating and maintaining a vehicle at the University of Pikeville is a privilege that entails certain responsibilities. It is the vehicle operator’s responsibility to know and abide by the University’s vehicle regulations as well as state and local laws.

Students, faculty, and staff may park at no cost in the public parking garage on Hambley Boulevard that is across from the medical school. All parking on campus is by permit only. The University is not responsible for damages to any vehicles parked on campus. Parking permits may be obtained from University of Pikeville Campus Safety. Students may park in designated areas only. Violators will be ticketed. Unpaid tickets will be charged to the student’s account. Any appeals of parking tickets must adhere to the appeals procedures specified by University of
Pikeville Campus Safety. You can find more information regarding the University’s parking regulations on UPIKE’s website under student services and public safety.

**Facilities Access**

The University of Pikeville is comprised of many buildings that serve varied functions and satisfy the diverse needs of its students, faculty, and staff. These facilities are readily accessible to students, faculty, and staff during normal working hours.

It is UPIKE’s policy to lock the doors of buildings that are not in use. However, when working or studying in buildings after normal working hours, it is suggested that individual offices be locked, based upon the assumption that unrestricted access to the building is possible. Residence halls have open access between the hours of noon to midnight Sunday through Thursday and noon to 2 a.m. Friday and Saturday. During non-access hours, residence hall doors are locked. Residents are encouraged to take security precautions in the halls and rooms. Individual rooms should be locked at all times for your safety.

**Housing**

Students are responsible for securing their own housing. A list of area rentals are available in the KYCO Office of Student Affairs.

**Health Services**

A registered nurse is on duty and/or on call during the regular academic semesters. The nurse is available for consultation, treatment, and referral. Students are not required to receive treatment from the University nurse; they are free to seek aid elsewhere at their own expense. Parents or guardians may be notified in the event of an emergency medical situation in accordance with the provisions of the Family Educational Rights and Privacy Act. Students at the University of Pikeville are protected by an accident-only insurance plan. Health insurance may be purchased on an individual basis through the Office of Student Services.

**Counseling Services**

Counseling Services are offered to students experiencing difficulty of a non-academic nature, which can impact their ability to succeed in the professional program at no charge. Through the Student Assistance Program, students can receive short-term counseling (up to 5 visits per issue per year) to help him or her or a member their household manage everyday life issues. This service is available 24 hours a day, 365 days a year via a toll-free telephone line. Additional information regarding this program will be available to all students during orientation or through the Office of Student Affairs.
In the event of a mental health crisis in which a student cannot reach his or her counselor, students will be advised to report directly to the nearest emergency room of a local hospital and request mental health services. If the crisis is life threatening, students are directed to dial 9-1-1.

**Student Disability Services**

KYCO is committed to providing a supportive, challenging, diverse, and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act of 1973 -Subpart E and Title III of the Americans with Disabilities Act, as amended, KYCO ensures reasonable accommodations for qualified student. All students must be able to meet the necessary functional standards for the practice of optometry with or without reasonable accommodation (see Appendix A).

To initiate the process of seeking accommodations for a disability, the student must submit a written request to the UPIKE ADA office, signed and dated by the student. Appropriate documentation of the requested accommodation and the precise limitations necessitating accommodation must accompany the request (see Appendix B).

**Spiritual Life**

The Office of Spiritual Life and its tools are available to all KYCO students, providing a variety of services including: locations of places to worship, information on Campus Ministry meetings, UPIKE worship services, community service opportunities, faith development, and retreats/trips. The Office of Spiritual Life engages in University life through prayer, study, outreach, faith development, and pastoral care. The office is located in Record Memorial, Room 602 (next to the Chapel). You can find additional information on how to keep your faith while at UPIKE by visiting http://www.upike.edu/Student-Services/Campus-Life/spiritual-life.

**Spiritual Life Committee**

The Spiritual Life Committee consists of the campus chaplain, faculty, staff, and student members and is responsible for religious activities at the University. They plan and conduct programs, which include weekly chapel services, group experiences, Bible study, and community involvement. The Spiritual Life Committee seeks to be sensitive to the religious needs of the entire University community.
CAMPUS SAFETY

The University of Pikeville seeks to encourage and sustain an academic environment that respects individual freedoms and promotes a safe and secure environment to ensure the health, safety, and welfare of its students, faculty, staff, and visitors. These participants, as well as all of the campus community, are expected to know and follow the applicable laws and all University rules and regulations. Each person is responsible for his/her own behavior. As a service organization, the department a full range of security resources, including preventative patrols (24 hours), criminal investigations, crime prevention, facilities security, special event services and parking management and enforcement.

Public Safety

The University of Pikeville Public Safety Department is located in Condit Hall and is open at all times. All criminal or suspicious activity, as well as any emergencies, on campus should be reported directly to the University of Pikeville Police Department by phoning 911 or (606) 218-5940.

REPORTING INCIDENTS

All incidents should be reported directly to UPIKE Public Safety.

CONTACTING UPIKE PUBLIC SAFETY

PHONE NUMBER:  Office – (606) 218-5940
                Cell – (606) 477-0262
OFFICE HOURS: 24 hours a day/365 days a year
EMAIL: upikepolice@upike.edu

HOURS OF DUTY: Public Safety officers patrol the main campus 24 hours a day, 365 days a year

VISITORS

Unescorted visitors in KYCO facilities are not allowed. Visitors are not permitted in classrooms, laboratories, or clinics on KYCO property without prior permission from the University. If you are expecting visitors, you must request permission from the KYCO Office of Student Affairs.

Upon arrival, all visitors need to sign in with the KYCO Office of Student Affairs. A visitor pass will be issued.
**Lost and Found**

The University of Pikeville lost and found is located at the Department of Public Safety. The University of Pikeville Public Safety will maintain a database of items reported missing and crosscheck them with items submitted to lost and found. The identified owners will be notified immediately and arrangements will be made to return the property. Any unidentifiable or unclaimed property will be held for three months.

**Tobacco-Free Campus**

To promote the health and well-being of students, faculty, staff, and visitors to campus, the University of Pikeville is a tobacco-free campus. KYCO maintains a mandatory smoke-free environment on all campus buildings, including parking lots and clinical facilities, in an effort to eliminate the serious health risks of second-hand smoke exposure. A smoke-free environment helps create a safe, healthy atmosphere for our students, employees, patients, and visitors.

All employees and students share in the cooperative responsibility of compliance with this policy. When conflicts arise, the health of the nonsmoker will prevail. Employees and students who do not comply with this policy will be subject to the same disciplinary actions that accompany noncompliance with other University rules and/or policies.

**Gambling**

Gambling is not permitted on the University of Pikeville property.

**Alcohol, Drug, and Chemical Abuse Policy**

The University of Pikeville complies with the Drug-Free School Communities Act of 1989 and Amendments, students and employees of the University of Pikeville are informed that strictly enforced policies are in place which prohibit the unlawful possession, use, or distribution of any illicit drugs on University property or as part of any University-sponsored activity. Policies are also in place which prohibit the abuse of prescribed medications and alcohol on University property. Students and employees are subject to all applicable legal sanctions under local, state, and federal law for any offenses involving illegal drugs on University property or at University activities. Sanctions imposed by the University may include dismissal, suspension, and/or completion of an appropriate educational rehabilitation program. The Kentucky College of Optometry upholds and enforces these University-wide policies.
Disciplinary Action

“Illegal drugs” are defined as a substance or substances defined and regulated under the provisions of the Federal Controlled Substances Act and include but are not limited to CNS depressants, CNS stimulants, hallucinogens, other illegal drugs such as PCP (angel dust) and cocaine or crack.

“Use of a drug” includes possession of drug paraphernalia; use, possession, manufacture, sale, or distribution, on or off campus, of any one or more illegal drugs as previously mentioned. It also includes misuse of prescription medication.

A student who has been found in violation of the policies on illegal possession, use, sale, manufacture, or distribution of any drug, narcotic, or controlled substance, or any misuse of prescriptions drugs, whether the infraction occurred on or off campus, is subject to appropriate sanctions, including dismissal or suspension from enrollment at KYCO. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damages to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, or such other penalty as may be deemed appropriate under the circumstances.

Students are also subject to all legal sanctions under local, state, and federal law for any offenses involving illegal drugs on University property or at University activities.

Crime Prevention

The following precautions should be taken to protect oneself against crime:

- Be aware of your surroundings.
- When on the Optometry campus in the evening, always request an UPIKE guard to accompany you to your car.
- Never leave valuables (i.e. purses, laptops, books, backpacks, etc.) unattended.
- Take all valuable items home with you during vacations.
- Never give out personal information such as your social security number, student ID number, etc.
- Do not carry large sums of money.
- Listen to your instincts; if something looks suspicious, avoid contact if at all possible; if you suspect that you are being followed, head into a campus building, toward a group of people, or to a well-lit area.
- Keep emergency phone numbers readily accessible.
- Report suspicious activity or hazardous conditions immediately.
- Participate in “Operation Identification” in cooperation with the Public Safety.
“Operation Identification” is a crime prevention project to protect your possessions from theft. You can obtain “Operation Identification” materials from the University of Pikeville Public Safety Department.

- Itemize your possessions on a file card. Record the description and serial numbers.
- The University of Pikeville Public Safety Department has available an electric engraver that you may use to engrave your license number, social security number, or other identifying marks on your valuables.

Note: Computers, VCR’s, CD players, DVD players, cash, and jewelry are items particularly susceptible to theft.

Personal Safety

At home, in an apartment building, or in a residence hall:

Keep your room door locked when you are napping or sleeping.
Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification. Any suspicious activity should be reported to Public Safety immediately.
Never prop open inside or outside doors.
Do not hide keys outside of your room or apartment. Do not put our name or address on your keys.
Avoid working or studying alone in a campus building.
Never dress in front of a window. Draw blinds or curtains after dark.
If an intruder awakens you inside your room, do not attempt to apprehend an intruder. Try to get accurate description of the intruder and then call Public Safety.

When driving:

Carry your car keys when approaching your vehicle so you can enter quickly.
Lock your doors and keep windows rolled up whenever possible. Always check underneath your car and in the rear seat for intruders before entering your automobile.
Drive on well-traveled and well-lit streets.
Never hitchhike or pick up hitchhikers.
If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
If your vehicle breaks down, ask any person who stops to help to call the police.
Do not allow any person access to you or inside your car. Roll down your window no
more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
Leave enough room between your car and the one ahead so you can drive around it if necessary.
Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
Park in well-lit areas.
Do not lend your keys to anyone.
Always lock your car doors; never leave valuable items in plain view inside your car.

**While walking or jogging:**

Avoid walking or jogging alone and try not to walk or jog after dark.
Avoid dark or vacant areas. Walk along well-lit routes.
Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help or move quickly to a lighted area or a group of people.
Have your keys ready when returning to your residence hall or apartment. Keep your personal or valuable items concealed and close to your body.

**Harassing phone calls, emails, or texts**

Telephone harassment is both a nuisance and a crime and will not be tolerated on the University of Pikeville campus. If you are a victim of telephone harassment, please follow these steps:

As soon as you realize the nature of the call, hang up. Remain calm and replace the receiver on the telephone as you normally would for any call.
Do not talk to or try to discover the caller’s identity.
If calling, texting, or emails persists, or if any call is obscene or threatening, call Public Safety at once. If off campus, call the police and report the activity.
If the communication is in any way sexual, a report to public safety/police and to the Title IX office should be made.
If the harassment persists, keep a time log of calls, emails, and texts received, what was said by all parties and a description of the voice and content.

If you see any suspicious activity or person(s) on or near the campus, it is your responsibility to call Public Safety at (606) 218-5940 (office), (606) 477-0262 (cell), (606) 433-3945 (pager), or dial 911 for emergencies.

Do not assume what you see is an innocent activity or that another individual has already called Public Safety. Do not worry about being embarrassed; rather, think about what could happen if you do not act.
Suspicious persons may include:

Person(s) loitering about at unusual hours and locations.
Person(s) running, especially if something of value is being carried.
Person(s) exhibiting unusual mental or physical symptoms. They could be under the influence of drugs or needing medical or psychiatric assistance.
Person(s) carrying property that might be suspicious, depending on the circumstances.
Person(s) going from room to room trying door knobs.

*Do not assume the person may be a visitor or college staff that you have not seen before. Call Public Safety immediately.*
SEXUAL HARRASSMENT POLICY

HARASSMENT-FREE WORK AND LEARNING ENVIRONMENT
KYCO is committed to providing a professional and collegial working and learning environment that values diversity and emphasizes the dignity and worth of every individual in which all individuals are treated with respect. Accordingly, no form of harassment or conduct which is inappropriate and may lead to or suggest harassment is tolerated by or against employees, students, vendors, contractors, or any other individuals who engage in activities at KYCO.

Students and employees are required to cooperate with KYCO to promote equal opportunity and prevent inappropriate conduct. Administration and supervisor/managers are expected to create an atmosphere where complaints of violation of this policy can be voiced without fear of retaliation or intimidation. Students who have questions or concerns about this policy or about their responsibilities are strongly urged to discuss them with the Office of Student Affairs or Human Resources.

Any violation of this policy, including inappropriate actions or failure to act, may result in corrective action, up to and including immediate enforced withdrawal or termination of employment. This policy applies not only in all KYCO and UPIKE work locations, but also to any work-related or education activities outside the workplace, such as business trips and business-related social events, and to all exempt and non-exempt employees (Administrators and staff), faculty, and students.

Reporting Violations of the Sexual Conduct Policy
The University of Pikeville is committed to providing a supportive learning environment and fostering safe, healthy relationships among our students. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. This program is intended to help you learn more about these issues, as you play an important role in keeping our campus safe.

Prompt reporting of possible harassment is essential so that KYCO can respond quickly and prevent problems from escalating. Never assume that KYCO is aware of the harassment. It is your responsibility to promptly report incidents of which you are aware.

For more information about the University’s Title IX Statement and Procedures, please see Appendix C.
The University of Pikeville’s policy with respect to its student educational records adheres to the requirements and regulations of the Family Educational Rights and Privacy Act.

The Family Educational Rights and Privacy Act (FERPA), (20 U.S.C. § 1232g; 34 CFR Part 99), is a federal law that protects the privacy of student education records. FERPA places limitations on the disclosure of personally identifiable information maintained by University of Pikeville with respect to students and limits access to educational records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information which the student believes to be inaccurate or misleading. In accord with FERPA regulations, the University of Pikeville holds certain information to be “directory information,” and therefore, subject to disclosure without prior consent from the student.

Unless written objection is received no later than 30 days from the commencement of the academic year, the University of Pikeville designates the following items as directory information:

- Student’s Name
- Address
- Email (UPIKE)
- Phone number
- Photographs
- Major field(s) of study
- Dates of attendance
- Degrees awarded
- Major field of study
- Name of the undergraduate and/or graduate school attended
- Participation in officially recognized activities
- Weight and height of athletes
- Honors and award

Objections must be in writing, signed and dated by the student, and be directed to the University of Pikeville Registrar’s Office. Complaints regarding alleged violations of rights accorded students by the Family Educational Rights and Privacy Act may be directed to: Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave. S.W. Washington, D.C. 20202-8520.
Notice of Non-Discrimination

The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students. The following person has been designated to handle inquiries regarding non-discrimination policies under Title IX:

Bethany Bowersock  
Title IX Coordinator  
University of Pikeville  
Rm. 203 Administration Building  
147 Sycamore Street  
Pikeville, KY 41501  
bethanybowersock@upike.edu  
606-218-5344

The following person has been designated to handle inquiries regarding other non-discrimination policies:

Michael Pacheco  
Human Resources Director  
University of Pikeville  
Rm. 210 Community Technology Center  
147 Sycamore Street  
Pikeville, KY 41501  
michaelpacheco@upike.edu  
606-218-5216

If either individual is unavailable, inquiries concerning any non-discrimination policy may be directed to the other individual.
Appendix A

FUNCTIONAL STANDARDS

ASCO FUNCTIONAL GUIDELINES FOR DIDACTIC AND CLINICAL OPTOMETRIC EDUCATION

To provide guidance to those considering optometry as a profession, the Association of Schools and Colleges of Optometry (ASCO) has established functional guidelines for optometric education. The ability to meet these guidelines, along with other criteria established by individual optometric institutions, is necessary for graduation from an optometric professional degree program.

One of the missions of each school and college of optometry is to produce graduates fully qualified to provide quality comprehensive eye care services to the public. To fulfill this mission, each institution must ensure that students demonstrate satisfactory knowledge and skill in the provision of optometric care. Admission committees, therefore, consider a candidate’s capacity to function effectively in the academic and clinical environments, as well as a candidate’s academic qualifications and personal attributes.

The functional guidelines in optometric education require that the candidate/student possess appropriate abilities in the following areas: 1) observation; 2) communication; 3) sensory and motor coordination; 4) intellectual –conceptual, integrative and quantitative abilities; and 5) behavioral and social attributes. Each of these areas is described in this document.

In any case where a student’s abilities in one of these areas are compromised, he or she must demonstrate alternative means and/or abilities to meet the functional requirements. It is expected that seeking and using such alternative means and/or abilities shall be the responsibility of the student. Upon receipt of the appropriate documentation, the school or college will be expected to provide reasonable assistance and accommodation to the student.

OBSERVATION ABILITIES

The student must be able to acquire a defined level of required knowledge as presented through lectures, laboratories, demonstrations, patient interaction, and self-study. Acquiring this body of information necessitates the functional use of visual, auditory, and somatic sensation enhanced by the functional use of other sensory modalities. Examples of the- se observational skills in which accurate information needs to be extracted in an efficient manner include:
Visual Abilities:  (as they relate to such things as visual acuity, color vision, and binocularity):

- Visualizing and reading information from papers, films, slides, video, and computer displays
- Observing optical, anatomic, physiologic, and pharmacologic demonstrations and experiments
- Discriminating microscopic images of tissue and microorganisms
- Observing a patient and noting non-verbal signs
- Discriminating numbers, images, and patterns associated with diagnostic tests and instruments
- Visualizing specific ocular tissues in order to discern three-dimensional relationships, depth, and color changes

Auditory Abilities:

- Understanding verbal presentations in lecture, laboratory, and patient settings
- Recognizing and interpreting various sounds associated with laboratory experiments as well as diagnostic and therapeutic procedures

Tactile Abilities:

- Palpating the eye and related areas to determine the integrity of the underlying structures
- Palpating and feeling certain cardiovascular pulses

COMMUNICATION ABILITIES

The student must be able to communicate effectively, efficiently and sensitively with patients and their families, peers, staff, instructors, and other members of the health care team. The student must be able to demonstrate established communication skills using traditional and alternative means. Examples of required communications skills include:

- Relating effectively and sensitively to patients, conveying compassion and empathy
- Perceiving verbal and non-verbal communication such as sadness, worry, agitation, and lack of comprehension from patients
- Eliciting information from patients and observing changes in mood and activity
- Communicating quickly, effectively, and efficiently in oral and written English with patients and other members of the health care team
- Reading and legibly recording observations, test results, and management plans accurately
Completing assignments, patient records, and correspondence accurately and in a timely manner.

**SENSORY AND MOTOR COORDINATION ABILITIES**

Students must possess the sensory and motor skills necessary to perform an eye examination, including emergency care. In general, this requires sufficient exteroception sense (touch, pain, temperature), proprioceptive sense (position, pressure, movement, stereognosis, and vibratory), and fine motor function (significant coordination and manual dexterity using arms, wrists, hands, and fingers). Examples of skills required include but are not limited to:

- Instillation of ocular pharmaceutical agents
- Insertion, removal, and manipulation of contact lenses
- Assessment of blood pressure and pulse
- Removal of foreign objects from the cornea
- Simultaneous manipulation of lenses, instruments, and therapeutic agents and devices
- Reasonable facility of movement
- Injections into the eye, lids, or limbs

**INTELLECTUAL-CONCEPTUAL, INTEGRATIVE, AND QUANTITATIVE ABILITIES**

Problem solving, a most critical skill, is essential for optometric students and must be performed quickly, especially in emergency situations. In order to be an effective problem solver, the student must be able to accurately and efficiently utilize such abilities as measurement, calculation, reasoning, analysis, judgment, investigation, memory, numerical recognition, and synthesis. Examples of these abilities include being able to:

- Determine appropriate questions to be asked and clinical tests to be performed
- Identify and analyze significant findings from history, examination, and other test data
- Demonstrate good judgment and provide a reasonable assessment, diagnosis, and management of patients
- Retain, recall, and obtain information in an efficient manner
- Identify and communicate the limits of one’s knowledge and skill

**BEHAVIORAL AND SOCIAL ATTRIBUTES**

The student must possess the necessary behavioral and social attributes for the study and practice of optometry. Examples of such attributes include:

- Satisfactory emotional health required for full utilization of one’s intellectual ability
High ethical standards and integrity
An empathy with patients and concern for their welfare
Commitment to the optometric profession and its standards
Effective interpersonal relationships with patients, peers, and instructors
Professional demeanor
Effective functioning under varying degrees of stress and workload
Adaptability to changing environments and uncertainties
Positive acceptance of suggestions and constructive criticism

Candidates with questions or concerns about how their own conditions or disabilities might affect their ability to meet these functional guidelines are encouraged to meet with an optometry school counselor prior to submitting an application.

Approved by the ASCO Board of Directors on March 20, 1998 Revised: March 31, 2009
Appendix B

Students with Disabilities Under the Americans with Disabilities Act (ADA)

The University of Pikeville - Kentucky College of Optometry is committed to providing students with disabilities equal access to all of its programs and services by providing reasonable accommodations, as governed by the Americans with Disabilities Act (ADA), as amended, §504, and KYCO policy.

If a current student or newly admitted student has historically been provided accommodations in school, he or she may wish to consider applying for reasonable accommodations at the University of Pikeville - Kentucky College of Optometry.

If a student receives a new diagnosis from a licensed medical professional or psychologist while studying at KYCO, and if reasonable accommodations are recommended by this provider, he or she may also wish to apply for accommodations at the University.

Requesting a Reasonable Accommodation under ADA

Issues related to Academic Integrity, ADA policies and other individual requirements will follow the University of Pikeville - Kentucky College of Optometry policies and regulations. In order to be granted accommodations under Section 504 and ADA, students with disabilities must provide current and comprehensive documentation concerning the precise limitations resulting from the disability and the accommodations requested to address those limitations. No allowances will be made retrospectively to your notification.

Students do not have to discuss their diagnoses with their faculty members, however, unless they choose to. Students will be notified by the Disabilities Student Services Office, in writing, when a final decision is made to grant or deny a request for a reasonable accommodation.

The University of Pikeville - Kentucky College of Optometry reserves the right to verify the information provided by a student and to request additional information, as necessary, until a decision is reached by the Disabilities Student Services Office.

Appropriate Documentation of a Disability

In order to be recognized as eligible for accommodations through KYCO, a student with a disability must provide documentation on letterhead, signed by the appropriate licensed educational, mental health, or medical professional who is not related to the student and is licensed/certified in the area for which the diagnosis is made.
1. For learning disabilities in particular, documentation must be provided by a licensed/certified Educational Diagnostician, Educational Psychologist, or Professional Counselor. This information and documentation will assist the Disabilities Student Services Office in determining appropriate requests and reasonable accommodations.

2. Verification should be received by the Disabilities Student Services Office directly from the appropriate evaluating authority.

3. This process is mandatory unless waived in writing in advance by the Associate Dean of Academic Affairs.

4. The University of Pikeville Disabilities Student Services Office reserves the right to determine what, if any, accommodation should be offered.

All documentation must provide the following information:
- Date of the evaluation
- Specific description of the precise limitations resulting from the disability
- Prognosis for any change in limitations
- The evaluator’s rationale for the recommended accommodation(s)
- Date of the re-evaluation

Types of Accommodations

Accommodations are evaluated and granted on a case-by-case basis. However, the University of Pikeville historically has provided the following reasonable accommodation to students who have been approved, in advance, to receive them:

- Extended time to take an examination
- The ability to take a written examination in a quiet environment
- Special classroom seating
- Peer note taker
- Tutoring Services
- Assistive listening device, e.g. FM system

The University of Pikeville Disabilities Student Services Office will notify the instructor of record of students who have been approved for testing accommodations and their needs at the beginning of each semester.

Behavioral Concerns

The ADA does not excuse the inappropriate behavior of students. For example:

- A student is not qualified for accommodations if he/she cannot comply with the College’s Code of Ethics or if he/she poses a serious risk of harm to others.
- An institution may discipline a student with a disability for engaging in misconduct if it would impose the same discipline on a student without a disability.
Misconduct due to not taking prescribed medication does not have to be accommodated.

Appendix C

Title IX – Statement and Procedures

Introduction and Scope

Title IX is part of the United States Education Amendments of 1972 (now the Equal Opportunity in Education Act of 2002). Title IX provides, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX requires universities that receive federal funds to prevent, investigate and respond to acts of gender biased conduct that limits or denies educational access, benefits or opportunities to any member of the university community. The University of Pikeville is committed to complying with Title IX and related laws including the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SAVE Act). The University is also committed to providing a safe learning and working environment. Therefore, the University has adopted policies and procedures to prevent and respond to incidents of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These policies and procedures apply to all members of the University community, including students, faculty, and staff, as well as contractors and visitors. The University will not tolerate sexual harassment, sexual assault, domestic violence, dating violence, or stalking, as defined below, in any form. Persons determined to have violated these policies face penalties up to and including dismissal or termination from the University, regardless of whether they are also facing criminal or civil charges in court.

Defining Sexual Harassment and Other Sexual Misconduct

Sexual harassment and other forms of sexual misconduct addressed below are examples of sex discrimination. The determination of what constitutes each will vary according to the facts and circumstances of each case.

Sexual harassment can take one of two forms. The first form involves unwelcome verbal, electronic, physical, and/or visual conduct based on sex, which both (1) unreasonably interferes with an individual’s work or educational performance, and (2) creates an environment that both a reasonable person and the specific person being harassed would find intimidating, hostile, or offensive. The second form involves either (1) submission to unwelcome advances of supervisory personnel as an express or implied condition of receiving work or educational benefits, or (2) a tangible work or educational detriment resulting from the employee’s or student’s failure or refusal to submit to sexual demands of supervisory personnel (i.e., a power relationship). Examples of sexual harassment include (but are not limited to):
Unwelcome sexual flirtation or advances.
Offering employment, promotions, grades, or other benefits in exchange for sexual favors.
Making or threatening reprisals for refusing sexual advances. Unwelcome visual and/or electronic conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons or posters; and suggestive or obscene letters, notes, or invitations.
Unwelcome verbal or electronic conduct such as derogatory comments; epithets; slurs; sexual innuendo; sexual jokes; graphic verbal commentaries about a person’s body; and sexually degrading words used to describe a person.
Unwelcome physical conduct such as unwarranted, suggestive, or offensive touching; and impeding or blocking movement.

Other forms of sexual misconduct covered by this policy include sexual assault, domestic violence, dating violence, and stalking as defined below.

**Sexual Assault** refers to any sexual act directed against another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the survivor is incapable of giving consent, as well as incest or statutory rape.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:
- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

**Stalking** occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

**Defining Consent**

To engage in any kind of sexual activity, all participants must give consent. Consent is defined as permission or agreement for something to happen and in a sexual scenario. Consent must be given knowingly, unambiguously, voluntarily, and affirmatively. It must exist and be clear at all times during sexual activity, from the beginning to end, and for each form of sexual contact.
Even though consent does not necessarily need to be verbal, relying purely on non-verbal communication can lead to misunderstandings. So, a spoken agreement is the most clearly indicated form of consent. It may not, in any way, be inferred from silence, passivity, lack of resistance, or lack of an active response alone. Assuming that consent was given by the absence of a “no” is wrong.

A prior relationship with the survivor does not mean that consent is given in all future activities. Even in these situations, clear agreement to sexual contact needs to be communicated. Consent to one form of sexual activity does not automatically mean consent to all forms of it. Consent must be given with rational and reasonable judgment, so if the survivor was physically incapacitated from the consumption of alcohol or drugs, unconsciousness, or any other kind of inability, consent cannot be obtained. Also, it cannot be given under threat, coercion, or force. Consent may be withdrawn by either party at any time. Any person that desires the sexual activity to end should clearly communicate to the other. Once consent has been revoked, sexual activity must cease.

**Reporting**

The University encourages any member of the University community who has experienced sexual harassment, sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual harassment, sexual assault, domestic violence, dating violence, or stalking, to report the incident to the University. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police.

Students and employees who have experienced sexual harassment, sexual assault, domestic violence, dating violence, or stalking should report incidents to the Director of Human Resources, who serves as the University’s Title IX Coordinator and whose contact information is set out in this policy.

The Title IX Coordinator will provide survivors of sexual harassment, sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

The Title IX Coordinator will assist all members of the University community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, The Title IX Coordinator can assist the survivor in notifying the local police department with jurisdiction over the crime. In no case should a survivor be dissuaded from reporting sexual assault, domestic violence,
dating violence, or stalking to law enforcement.

*Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within the University.*

Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including University security officers) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate if the survivor decides to proceed with criminal charges.

**Amnesty**

Amnesty is a limited opportunity given to survivors and witnesses who in good faith come forward and report allegations of sexual misconduct. It will be used to incentivize the report of incidents or facilitate the investigation process. The University of Pikeville Amnesty Policy refers and is limited to amnesty from violations of the Substance Abuse Policy. In order to encourage students to seek immediate and appropriate attention, the fact that the person reporting was using alcohol or other prohibited substances at the time of the incident will be considered a minor violation and the University will focus on the investigation of the sexual allegations. The survivor or bystander who reports will not be held accountable for the minor violation and will be free of disciplinary actions for this specific situation. However, the amnesty policy will not tolerate or excuse repeated violations of the University’s Substance Abuse Policy. Being granted amnesty once does not mean in any way the person violating policy will be protected in the future.

*Survivors and Witnesses should not be discouraged of reporting because of the violation of the University’s Substance Abuse Policy.*

**Written Notice of Rights and Options**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

- Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, university, or workplace;
- Seek a criminal complaint for threats, assault and battery, or other related offenses;
- Seek medical treatment (the police will arrange transportation for you to the nearest
hospital or otherwise assist you in obtaining medical treatment if you wish;
Request the police remain at the scene until your safety is otherwise ensured;
Request that a police officer assist you by arranging transportation or by taking you to a
safe place, such as a shelter or a family or friend's residence; and
Obtain a copy of the police incident report at no cost from the police department.

**Procedures Survivors Should Follow**

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is
important to preserve evidence so that successful criminal prosecution remains an option. The
survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or
change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or
she was wearing during the assault prior to seeking medical treatment, that clothing should be
placed in a brown paper, not plastic, bag and brought to the hospital when treatment
is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she
should bring a change of clothes with him or her to the hospital so that the clothes containing
possible evidence can be preserved and examined for evidence of the crime. Evidence of
violence, such as bruising or other visible injuries, following an incident of sexual assault, or
domestic or dating violence, should be documented by taking a photograph. Evidence of
stalking, including any communications such as written notes, email, voice mail, or other
electronic communications sent by the stalker, should be saved and not altered in any way.

**Confidentiality**

Reports and personal information will be kept as confidential as possible, to the extent the law
allows and to the extent confidentiality is consistent with the University’s need to protect the
safety of the University community. Complete confidentiality cannot be promised as the
University will need to thoroughly investigate the case, and may need to share some information
with relevant administrators of the University in order to further protect and prevent incidents.
Reports to law enforcement may be shared with the University’s Title IX Coordinator and/or
Human Resources. The University may be required by law to publish non-identifying
information in campus crime statistics.

All school employees (with the exception of those bound by privilege such as medical
professionals, counselors, and chaplains) must share information with the University’s Title IX
Coordinator that they learn of regarding a report of sexual harassment, sexual assault, domestic
assault, dating violence, or stalking, so the Title IX Coordinator can investigate the matter and
determine whether steps are needed to ensure the safety of the University community.
It is the survivor’s choice as to whether he/she participates in an investigation; however, the
University may proceed with an investigation without the survivor’s participation if there is concern for the safety of other members of the University community.

**Accommodations**

Regardless of whether a student or employee reports an incident of sexual harassment, sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the University, the University is committed to providing them as safe a learning or working environment as possible. Upon request, the University will make any reasonably available change to a survivor’s academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the University community, the University’s Title IX Coordinator or the Dean of Students, as appropriate, may also issue an institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the Dean of Students’ office (606) 218-5224 for assistance, and employees may contact the Office of Human Resources ( 606) 218-5346 for assistance.

University Security Officers will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor’s household, building, school, university, or workplace.

The University is committed to ensuring that orders of protection issued by courts are fully upheld on all University-owned, used, and controlled property, as well as properties immediately adjacent to the University. Therefore, if any member of the University community obtains an order of protection or restraining order, he or she should promptly inform the Title IX Coordinator and provide him/her with a copy of that order, so that the University can enforce it. The University is also committed to protecting survivors from any further harm, and if the Title IX Coordinator determines that an individual’s presence on campus poses a danger to one or more members of the University community, he/she can issue an institutional No Contact or No Trespass Order barring that individual from University property.

**Safety Escorts**

The University’s Campus Security Office provides safety escorts twenty-four hours a day, seven days a week. This service provides students, faculty, and staff with walking or motor vehicle escort between locations on campus.
Title IX Coordinator
The coordinator plays the main role in carrying out the University’s commitment to provide a positive learning, teaching, and working environment for the entire community. By providing training on preventing sex discrimination, sexual harassment, and sexual violence, the coordinator strives to maintain a safe campus and provide a good University experience to all. Also, the coordinator can aid with any questions or complaints about the procedures adopted by the University of Pikeville.

The University of Pikeville’s Title IX Coordinator and Deputy Coordinator are:

Beth Bowersock  
Title IX Coordinator  
Email: bethanybowersock@upike.edu  
Office Ext.: 218-5344  
Office Location: ADM, Rm. 203

Michael Pacheco  
Deputy Title IX Coordinator  
Email:michaelpacheco@upike.edu  
Office Ext.: 218-5216  
Office Location: CTC, Room 210

Investigation and Hearing Process
The University’s Title IX Coordinator will investigate alleged violations of this policy regardless of whether the conduct is alleged to have occurred on-campus or off-campus at a University sponsored event. Each complaint must be evaluated on a case-by-case basis taking in consideration the relevant circumstances of each case. University officials will look at the record as a whole and analyze all facts and circumstances of the situation to determine if a violation occurred and, if so, what the appropriate outcome is.

The University’s Title IX Coordinator will promptly investigate alleged violations of this policy. The investigation will be impartial, reliable, and include opportunity for both parties to present witnesses and evidence. The investigation process may include interviews, reviewing student and/or employee files, and gathering and examining other relevant evidence. The investigation process will be balanced and fair and give both the accused and the complainant the chance to discuss their involvement in the reported incident.

If the Title IX Coordinator’s investigation concludes that evidence exists to suggest that a violation of this policy more likely than not occurred, the Title IX Coordinator will refer the case to be heard by the full University Investigation Committee. “Preponderance of the evidence”
will be the burden of proof used, meaning the evidence must show it is more likely than not that a violation of this policy occurred. Each party will have the following hearing rights:

- The right to access information and evidence directly related to them within a reasonable time before hearing.
- The right to have an advisor of their choice present at the hearing.
- The right to introduce evidence and question witnesses at the hearing, provided, however, that the complainant and the accused will not be allowed to directly question each other.

Hearings will be closed to the public. Following a hearing, the Investigation Committee will deliberate and determine whether, given the evidence and testimony presented, it is more likely than not that a violation of this policy occurred. Possible hearing outcomes include, but are not limited to, changes to class schedules, changes to living arrangements, suspension or expulsion from the University, and reporting the incident to the local police. The measure taken will depend upon the individual circumstances.

The Title IX Coordinator will inform both parties in writing of the outcome the investigation and/or hearing. Notice of the outcome will include key findings and any penalties or protective measures directly related to the party.

As a general rule, the University will complete the investigation and hearing process within sixty (60) calendar days from receipt of a complaint. However, the University may extend that time frame under special circumstances, such as complex cases requiring extensive investigation and breaks between academic periods making relevant parties or officials unavailable. The University will work to keep extensions to a minimum and will always keep the parties informed of the status of their case.

The complainant has the right to simultaneously file a criminal report, so if the incident was also reported to a state or local authority the University is still obligated to conduct an investigation separate from the police.

If the alleged perpetrator is not affiliated to the University, an investigation will still be conducted. However, the perpetrator may be issued a No Contact or No Trespass warning from the University unless and until the perpetrator is found not responsible. Likewise, if the perpetrator is a student from a visiting university, the University reserves the right to contact the visiting university and the local authorities for further investigation.

Throughout the process, arrangements will be made to prevent the parties from having direct contact or communication with each other.

The University will keep a record of the hearing and investigation process.
**Appeal Process**

Once a decision has been made and both parties have been notified, either party will have the right to appeal within 72 hours of receiving the decision.

The appeal must be sent by email, mail, or fax to the Vice President for Enrollment Management within 72 hours of notification of the decision. An appeal submitted after the deadline will not be processed.

The University’s Vice President for Enrollment Management will assess and decide the appeal based on the investigation and hearing record from the previous levels. An appeal will not be granted based purely on the dissatisfaction with the outcome of the investigation because it is not relevant in determining if a student is responsible.

Both parties will be notified in writing that an appeal was submitted. The burden of proof lies with the appellant.

Grounds for appeal are limited to the following:

- The University made a procedural error, which could have significantly affected the outcome.
- Previously unavailable and relevant evidence was found that could impact the final result.
- The penalties imposed or other protective measures taken are too severe based on the evidence of record.

The Vice President for Enrollment Management will notify the parties of the outcome of the appeal. Appeal decisions are final. The University will keep a record of the appeal process.

**Interim Measures**

The University Title IX Coordinator has the right to take necessary measures to protect student’s rights and personal safety. Therefore, interim measures will be available to protect the complainant from any kind of retaliation or threatening situations during and after the investigation process. These measures include, but are not limited to, change in class schedules, living and transportation arrangements, and professional counseling. Arrangements will be made to guarantee the survivor’s comfort and safety throughout the investigation process.

**Retaliation**

If you have been further harassed as a result of your complaint, please contact the Title IX Coordinator immediately. Retaliation of any form will not be tolerated by the University.
Investigation Committee

Chief of Campus Public Safety Director for Student Success
Athletic Director (if the incident involves an athlete) Human Resources Representative

For undergraduate students:  Dean of Students and Vice President for Academic Affairs/Dean of the College of Arts and Sciences.

For graduate students:  Associate Dean of Students for the Medical School, Director of Student Affairs for the College of Optometry, or Dean of the College for the College of Business

On Campus Resources

In person counseling:
  Campus Chaplain, Rob Musick:  606-218-5762
  Appalachian Community Services:  606-253-3045

The Title IX Coordinator or Deputy Coordinator can provide information about area counselors for survivors of sexual misconduct.  A formal report is not required to access these resources.

Online Resources

If the student feels the need to pursue further help and counseling, there are institutions and charity groups that are specialized and are specific trained to aid survivors of different violence crimes. A formal report is not required to access these resources.

Here are some nationwide websites that provide help:

http://www.thehotline.org/
National Domestic Violence Hotline

http://www.victimsofcrime.org/our-programs/stalking-resource-center
Stalking Resource Center

http://www.rainn.org/get-help/national-sexual-assault-online-hotline
National Sexual Assault Hotline

http://www.girlshealth.gov/safety/saferelationships/daterape.html
Girls Health Website

http://clerycenter.org/help-victims
Clery Center for Security on Campus